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Recommended Methods for Development-Information Systems, Volume 1

Manual for the Preparation of Records in Development-Information Systems

Gisèle Morin-Labatut
and
Maureen Sly

CANADA

The International Development Research Centre is a public corporation created by the Parliament of Canada in 1970 to support research designed to adapt science and technology to the needs of developing countries. The Centre's activity is concentrated in five sectors: agriculture, food and nutrition sciences; health sciences; information sciences; social sciences; and communications. IDRC is financed solely by the Parliament of Canada; its policies, however, are set by an international Board of Governors. The Centre's headquarters are in Ottawa, Canada. Regional offices are located in Africa, Asia, Latin America, and the Middle East.

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MANUAL FOR THE PREPARATION OF RECORDS IN DEVELOPMENT-INFORMATION SYSTEMS

by

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The first draft of this manual was reviewed at the **Technical Meeting on Common Methodologies, Ottawa and Mont Ste. Marie, Canada, 3-13 November 1981.** This final version embodies the recommendations of that meeting.

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FOREWORD

In 1975, six international organizations sponsored a feasibility study and design effort for a global information system aimed to support persons involved in the economic and social aspects of development. The proposed system was identified as DEVSIS (Development Sciences Information System), and it was conceived particularly to respond to the needs of organizations with cross-sectoral responsibilities (ministries of planning, development banks) and to those of the research community engaged in socioeconomic development studies. The report(1) of the DEVSIS Study Team addressed organizational and financial questions and also outlined the technical methods that could be employed.

DEVSIS, as a global system, has not been implemented. Nevertheless, a number of important development-information systems have been started in the intervening years; to a greater or lesser degree, these systems have drawn on the DEVSIS Feasibility Study in defining their technical procedures and, in so doing, have tested the validity of what was recommended in 1975.

The most significant development-information systems have been launched in the United Nations. The Comisión Económica para América Latina (CEPAL) in Santiago de Chile has developed the Information System for Planning in Latin America and the Caribbean (INFOPLAN) with the participation of certain ministries of planning. CEPAL Caribbean Office (Port-of-Spain) has developed the Caribbean Information System for Economic and Social Planning (CARISPLAN) as a subregional system closely linked to INFOPLAN. The Economic Commission for Africa (ECA) in Addis Ababa has launched PADIS-DEV, the economic and social component of PADIS, the Pan-African Documentation and Information System, and is seeking the participation of African governments in technical operations. In New York, the Department of International Economic and Social Affairs has an operational Development-Information System, which covers its own documents as well as those of the Department of Technical Co-operation for Development. The Economic and Social Commission for Asia and the Pacific (ESCAP) in Bangkok has recently inaugurated its own system, and the Economic Commission for Western Asia (ECWA) in Baghdad is considering the type of system that it could establish.

The International Development Research Centre (IDRC) has operated an experimental DEVSIS programme since 1976. In doing so, it has identified the appropriate documents that have been produced in Canada. It has also received experimental input from various institutions in a significant number of countries, including the Federal Republic of Germany, the Netherlands, the Soviet Union, Morocco, Tunisia, Pakistan, India, Bangladesh, Indonesia, and the Philippines.

At one time or another, several national organizations have also mounted experimental DEVSIS-type operations. Some of these have been computerized, e.g., in Tunisia, but others have been manual operations that seek to simulate the type of information retrieval that can be obtained from a computerized system, e.g., in Pakistan, Thailand, the Philippines, etc.

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(1) DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1976. (IDRC-065e)

At a meeting convened by the United Nations in New York in June 1981, the participants from the UN regional economic commissions recommended a series of actions that would support their ongoing activities, facilitate compatibility among them, and lead to the effective exchange of data(2). One of these recommendations was in fact to accept an offer by IDRC to attempt to distill the results of the experiences of the last 5-6 years and produce an updated set of recommendations for the methods to be employed in DEVSIS-type systems.

This document is the product of IDRC's effort to respond to that recommendation. A first draft was produced in the fall of 1981, and it was reviewed at an international meeting held in Ottawa and Mont Ste. Marie in November 1981. The participants at this meeting, primarily drawn from the United Nations regional economic commissions, are listed on pages 9-10. The participants proposed many amendments to the specifics of the original draft, as well as some expansions. They reaffirmed the earlier recommendation that IDRC publish the product in the form of a "model manual" and expressed their intention to be guided by it in the elaboration of their own systems. This document, which incorporates the recommendations of the November 1981 meeting, should be viewed as the final report of that meeting. IDRC sees it as the first major update of the technical recommendations made by the DEVSIS Study Team in 1975.

The manual, which is the main part of this document, is seen as a "model"; the procedures described are essentially recommendations. It would not be possible for every development-information system to implement the manual in its entirety. The participants at the meeting in November 1981 recognized this and tried to allow for the flexibility that will be necessary if specific local situations are to be accommodated, e.g., limitations of hardware and software, previous investments in files that cannot easily be converted. The manual is, however, offered as a guide to the designers of new systems and to those seeking to improve existing systems. Users are encouraged to follow it to the extent possible and, when deviations are needed, to try to limit these to those that will not affect the ability to exchange data. It is this exchangeability of data that is paramount if the world is to benefit from cooperation among development-information systems - offering a greater spectrum of relevant information than any one system could hope to capture on its own.

John E. Woolston
Director
Information Sciences Division
International Development Research Centre

(2) Technical Expert Group Meeting on Common Indexing Tools, New York, 15-17 June 1981. Report of the meeting. New York, Information Systems Unit, UN Department of International Economic and Social Affairs, 1981.

INTRODUCTION

Experiences on which this document is based

As indicated in the Foreword, there are now several centres that have established development-information systems following the recommendations of the DEVSIS Study Team(3). All of the systems use the Macrothesaurus(4) as their indexing tool. We have drawn, as far as possible, upon the experience of centres in Santiago de Chile and Port-of-Spain, but we have been more directly involved with systems in Ottawa, New York, Addis Ababa, and Tunis. All of these last four have made use of the same computer software package, known as MINISIS.

One of us has also been working closely with the Institut du Sahel (Bamako) on the design of a decentralized information system known as Réseau Sahélien d'Information et de Documentation Scientifiques et Techniques (RESADOC). RESADOC is not yet operational, but a great effort has gone into the optimization of the methods it will employ. It will, in fact, be a system to cover all sectors and, thus, will include the scientific and technical aspects of development, as well as the economic and social aspects. The exercise has been particularly illuminating because, with the very limited resources of the subregion, every effort has had to be made to ensure that unnecessary duplication of work is eliminated.

For the countries of the Sahel, agriculture is the dominant sector. These countries, as members of the Food and Agriculture Organization of the United Nations (FAO), are invited to participate in the International Information System for the Agricultural Sciences and Technology (AGRIS). The responsible people at the Institut du Sahel are very anxious to ensure that input to RESADOC will also be valid as input to AGRIS. Believing that the requirements of the Institut du Sahel would likely be similar to the requirements of many other institutions, particularly at the national level, we have attempted to formulate a set of recommended methods that would meet this objective.

Doing so is not easy. The original DEVSIS recommendations were based on the UNISIST Reference Manual for Machine-Readable Bibliographic Descriptions(5), whereas AGRIS methods were based largely on those already designed for the International Nuclear Information System (INIS) in the late 1960s. The differences are not negligible. However, a series of compromises has been proposed. With AGRIS as an already operating system with more than 720 000 records in its data base, the flexibility has had to come mainly from the other side.

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(3) See footnote 1, p.5.

(4) Viet, Jean. Macrothesaurus for information processing in the field of economic and social development. New English ed. Paris, OECD, 1978. (Also published in French and Spanish)

(5) UNISIST/ICSU-AB Working Group on Bibliographic Descriptions. UNISIST reference manual for machine-readable bibliographic descriptions. Paris, Unesco, 1974.

Influence of available computer software

All the existing computerized development-information systems that have been taken into account employ either ISIS or MINISIS. These two packages have a high degree of compatibility at the functional level(6).

In the main body of the text of this document, the implementation in MINISIS has been used as the basis for the numbering of fields. Annex 10, however, discusses how the methods can be implemented with CDS/ISIS, DOS/ISIS, or MINISIS.

MINISIS, to conserve its computer operations, does not distinguish structurally between "fields" and "subfields". However, the tagging system permits the software to recognize the association of a group of such entities and to treat them as though they were "subfields". To do so means that MINISIS has had to go from a three-character to a four-character tag for each field.

In this document, a four-character tag ending with a zero is employed in two different senses:

(1) As the tag for a field that is not subfielded;

(2) As a designation of the sum of a set of subfields' tags (ending in 1, 2, 3, etc.). In this case, the computer holds the data only behind the subfield tags but, in retrieval, it recognizes the zero-ending tag as a call for the complete set.

Centralized and decentralized systems

A centralized system is one in which the work of preparing input is under the control of a single authority and is usually carried out at a single location. A decentralized system is one that invites various participating centres (usually in different countries) to prepare input that is sent to a coordinating centre for merging into a combined data base. Obviously, the first is easier to manage, although the second may be the only one capable of ensuring comprehensive coverage of available information.

In this document, the more difficult case has been assumed, i.e., the decentralized system. The shortcuts that will be possible in a centralized system will be evident to the attentive reader.

Content of this document

We have sought to recommend a set of methods that will be as simple as possible, will get around technical difficulties that a "perfect" system might impose in an operating environment, will ensure compatibility with AGRIS, and will be capable of implementation using software that exists today.

This document provides background to the definition of the recommended

(6) Valantin, Robert L. CDS/ISIS and MINISIS: a functional analysis and comparison. Ottawa, International Development Research Centre, 1981. (IDRC-TS37e)

record structure and shows its relationship to record structures of UNISIST and AGRIS. It then outlines important details of the recommended record structure and worksheet. In addition, possible local modifications are discussed. The main body of the manual provides step-by-step guidelines for record preparation and the annexes include tables and other supplementary information.

This document is the first volume of a projected three-volume collection, Recommended Methods for Development-Information Systems. Volumes 2 and 3, currently in preparation, will cover the creation and maintenance of authority files, serials control, thesaurus maintenance, and indexing theory and procedures.

Language of this document

This document has been prepared in English. The participants at the November 1981 meeting recognized the need to have, as soon as possible, versions in Arabic, French, and Spanish (the other official languages of the United Nations regional economic commissions). They were not convinced that these requirements can be met by simple translation. From experience with French-language systems, it is realized that not all concepts are transferable among language groups and that accommodations may be needed. Efforts will be made, in cooperation with the regional economic commissions, to start work on the other language versions, and, as problems are identified, it may be necessary to find compromises that could occasionally involve amendments to the English version. The participants at the November 1981 meeting were confident, however, that these would be few and would not affect the basic record structure.

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RECORD STRUCTURE AND WORKSHEET

In choosing the record structure recommended in this manual, we considered the UNISIST and AGRIS models. The principal difference between these two models is their approach to the concept of bibliographic level. This concept refers to the distinction between the information required to describe a bibliographic item and the further information that might be required to identify a larger entity to which it belongs. For example, it is necessary not only to record the author, title, pagination, and date of a chapter of a book but also to record sufficient information to identify the book from which the chapter has been extracted. The concept of bibliographic level is always applied, whether one is describing an item in a printed bibliography, a library catalogue, or an information system, and regardless of the bibliographic standard followed.

The UNISIST record structure, as defined in the Reference Manual for Machine-Readable Bibliographic Descriptions(7), requires, for a given data element, the creation of separate fields at each applicable bibliographic level [analytic (A), monographic (M), collective (C), serial (S)]. This means that, for example, four separate title fields (A,M,C,S) and three separate personal author fields (A,M,C) must be defined.

The AGRIS model is based on the concept of documentary unit and generic document. The item being described, i.e., the item at the lowest bibliographic level, is defined as the documentary unit. The generic document is the monograph or collection from which a part has been extracted to be treated as a documentary unit. Information pertaining to the documentary unit is always entered in the same set of fields, regardless of whether the documentary unit is an article, a book, a multivolume work, etc. Such fields include personal names (documentary unit), corporate names (documentary unit). When applicable, information pertaining to an item at a higher bibliographic level is recorded in the generic document or serial section of the record. Examples include the book from which a chapter has been extracted, the periodical in which an article was published, the monographic series of which a report is a part. The bibliographic levels of the documentary unit and the generic document are recorded as codes in the header of the record.

Because it requires fewer fields and, thus, allows a simpler and more compact record structure and worksheet, the documentary unit/generic document structure was chosen for this manual. This means that the information about the item being described, i.e., the item at the lowest bibliographic level, is always found in the documentary unit (B200) series of fields. For more information on bibliographic level, see the guidelines for field A130 in the body of the manual.

Although the structure is not that which is defined by UNISIST, the guidelines for specific fields found in the Reference Manual were taken into consideration in the preparation of this manual. It is possible, moreover, to convert to the UNISIST or AGRIS structures using the ISO 2709 format for

(7) Dierickx, Harold. Reference manual for machine-readable bibliographic descriptions. 2d rev. ed. Paris, Unesco, 1981. (PGI/81/WS/22)

exchange of bibliographic data on magnetic tape(8). Annex 9 contains a correspondence table for the fields in the recommended record structure and those defined by AGRIS and UNISIST.

Record structure

The information pertaining to a given documentary unit will be stored in one record in the data base. The record consists of many fields, each of which contains a particular type of data, e.g., personal author, institution name, record number, descriptors. Not all fields will be present in every record. For example, field B66O, ISBN, will not be present if the documentary unit does not bear an International Standard Book Number.

Each field in the data base is defined by:

- a full field name;
- a four-character alphanumeric tag;
- a mnemonic, i.e., a group of up to six characters that identify a field in a data base and that usually constitute a rough abbreviation of the field's name.

Various attributes are also defined for each field, including:

- maximum length;
- repeatability;
- presence or absence of subfields.

The data-definition table in Annex 1 provides the complete list of attributes of the fields defined in the manual.

Worksheet

The worksheet, also found in Annex 1, is a visual representation of the bibliographic record. It contains designated areas for recording information, field by field, pertaining to a documentary unit. Each designated area bears a field tag. Repeatable fields are indicated by an asterisk (*).

Fields are grouped on the worksheet in approximately the same order in which they appear in the data-definition table and fall into four main areas:

Header

The header area includes fields that contain codes and record numbers that identify the bibliographic record or the documentary unit, such as participating centre record number, bibliographic level, country of origin.

Such fields are prefixed by the letter "A", e.g., A190.

---

(8) International Organization for Standardization. Documentation - format for bibliographic information interchange on magnetic tape. Geneva, ISO, 1973. (ISO 2709)

Bibliographic description

The bibliographic description area includes fields for recording information that uniquely identifies a documentary unit. The data are selected and entered on the worksheet consistently and according to established rules. Examples include author, title, publisher, date.

Such fields are prefixed by the letter "B", e.g., B210.

Content analysis

The content analysis area includes fields for recording information related to the content of a documentary unit, e.g., descriptors, geographical area, statistical data.

Such fields are prefixed by the letter "C", e.g., C100.

Local

The local area includes fields for recording information that is only of interest to the participating centre or to the coordinating centre. These fields do not relate to the bibliographic description or the subject content of the documentary unit and would not be of use to organizations other than the participating centre or the coordinating centre. Examples are identification of documentalist, date input.

Such fields are prefixed by the letter "D", e.g., D140.

Annex 1 also contains a worksheet annex that is used for fields that require a large amount of space and that do not appear in every record. Such fields include abstract (C130) and statistical table (C510).

Local modifications

We are convinced that there is no "absolute" or "perfect" way of preparing a bibliographic record and that several methods may produce equally satisfactory results. We are equally convinced that, in the interest of compatibility within and among systems, it would be best to adopt a single set of methods. It is recognized, therefore, that some systems will want to follow the general structure outlined in the manual, while introducing certain modifications to the record structure or to the rules for recording data, in order to meet their own particular needs.

To respond to this, we have introduced occasionally short comments, beginning and ending with four asterisks (****) to identify alternative courses of action.

Certain fields are designated as essential so that the record will include the minimum information required to identify the documentary unit. Essential fields are fundamental to the effective exchange of information among systems.

A system may add certain fields in order to meet local needs. It is recommended that such fields begin with the letter "D". In addition, the

decision may be taken to insert one or more of the following fields in the record structure:

- B550: Language of analysis

- B350: Title of generic document - English translation

- B680: Total pages to be microfiched (This field would record the total number of pages in the documentary unit, including the title page, all prefatory material, unpaged sequences, appendices, etc. The number entered would be used when one is automatically generating the microfiche header from the system, to predict the number of frames and, thus, the number of microfiche required for the documentary unit.)

- C180: AGRIS object and geographic codes (It is expected that, when the AGRIS thesaurus, AGROVOC(9), is implemented, this field will become obsolete.)

At the level of the data to be included in fields, the possibility of local variations is also accepted, either among systems or among institutions cooperating within a single system. The guiding principle, as stated in the Foreword, should be that local modifications do not hinder the exchange of data within one system or between that system and another system.

Following are two possible cases:

- In the examples of titles found in the guidelines for field B230, a definite or indefinite article standing as the first word of a title has not been eliminated. This has been left as something to be decided locally, because it is recognized that there may be linguistic and cultural groups within which such an elimination would be undesirable. Within a system, however, such articles should either be consistently retained or consistently eliminated; otherwise the system will have problems with certain printed outputs, e.g., alphabetical lists of titles. Should some systems, however, retain these articles and others eliminate them, it will not be a serious impediment to exchange; if necessary, for example, one could rely on a computer programme to eliminate all articles.

- Some authorities prefer to use an upper-case initial letter for all principal words in the title of an institution, whereas others limit themselves to an upper-case only for the first word and proper nouns. In compiling an authority file of institution names for a system, one could allow for this type of variation, and each participating centre could determine how it wishes to see the names of institutions that come within its territory.

(9) AGROVOC thesaurus. Preliminary ed. 1981.

THE MANUAL: A FIELD-BY-FIELD GUIDE

Outline of the manual

This manual serves to guide the documentalist in entering data on the worksheet, the first step in the creation of a bibliographic record. It follows the same order as the data-definition table and contains a section for each field defined in the data base, which includes:

- FIELD IDENTIFICATION: name, tag, mnemonic;

- CHARACTERISTICS of the field:

Essential, mandatory, or optional

Essential: Data must be present in the field for every record entered in the data base.

Mandatory: Data must be entered in the field if the information is available and the field applies to the documentary unit in hand (e.g., field B730 is mandatory for a patent document).

Optional: Data are entered in the field at the discretion of the participating centre.

Repeatability

Repeatable field: The field may occur more than once, e.g., report number or symbol. Each occurrence of the data element is treated as a separate entry.

Nonrepeatable field: All data elements are entered in a single occurrence, e.g., descriptors, languages of text, date of imprint/issue.

Presence of subfields

Simple (not subfielded) field: Data elements are entered directly and not subdivided into separate components, e.g., title of documentary unit, date of imprint/issue.

Subfielded field: Data elements are entered in distinct subfields that behave as individual fields but are recognized by the system as belonging to the same set. The publisher, for example, is divided into three subfields: name, city, and country code.

- PURPOSE and, when applicable, DEFINITION(S);

- Guidelines for the SELECTION of data elements; and

- Guidelines for DATA ENTRY.

In addition, the manual contains various annexes that supplement the field by field guidelines.

Language of analysis

Information pertaining to a documentary unit is recorded in one of the official languages of the system. This language is referred to as the language of analysis.

The choice of official language(s) for a particular system will be made by the coordinating centre and normally will reflect the language of the people the system is designed to serve. For example, the Pan-African Documentation and Information System for Social and Economic Development (PADIS-DEV) uses English, French, and Arabic as its official languages, whereas a system in South Asia may choose to have English as its only official language. A multilanguage system may include participants that choose to use only one of the official languages. For such participants, the language of analysis is the official language of the system and all references in the manual to "language of analysis" can be replaced by the name of that language.

When a system has more than one official language, the language of analysis is selected according to the following guidelines.

Unilingual documentary unit

A unilingual documentary unit contains TEXT written in only one language. (Summaries or abstracts written in other languages are not considered to be text.) The language of analysis is selected as follows:

- Unilingual documentary unit WRITTEN IN AN OFFICIAL LANGUAGE of the system

  Language of analysis: The language in which the documentary unit is written.

- Unilingual documentary unit NOT WRITTEN IN AN OFFICIAL LANGUAGE of the system

  Language of analysis: The official language of the system that is most appropriate for the user community.

  NOTE: When the title does not appear on the title page or cover of the documentary unit in the language of analysis, a translated title in the language of analysis must be entered in field B240, B250, B260, or B270, as applicable.

Multilingual documentary unit

A multilingual documentary unit is one that contains TEXT in more than one language. Documentary units written in a single language that also contain abstracts or summaries in other languages are considered to be unilingual.

One record only is created for multilingual documentary units. When a title does not appear on the documentary unit in the language of analysis, a translated title in the language of analysis must be entered in field B240, B250, B260, or B270, as applicable.

- Multilingual documentary unit written in ONE OFFICIAL LANGUAGE of the system

  Language of analysis: The only official language in which the documentary unit is written.

- Multilingual documentary unit written in MORE THAN ONE OFFICIAL LANGUAGE of the system

  Language of analysis: The official language of the system that is most appropriate for the user community.

- Multilingual documentary unit NOT WRITTEN IN AN OFFICIAL LANGUAGE of the system

  Language of analysis: The official language of the system that is most appropriate for the user community.

For the majority of fields, data are entered in the language of analysis selected for the documentary unit in hand. When there are exceptions to this general practice, specific rules have been included under SELECTION in the guidelines for the appropriate field.

Institution authority file

As the institutions entered in bibliographic records will be used for document retrieval and for the generation of printed indexes, it is desirable to enter the name of a given institution in a consistent manner in all records. This consistency is attained through the use of an authority file of institution names. Ideally, all participating centres within a given region will use a common institution authority file, one that is created and maintained by the coordinating centre using the detailed guidelines that will be found in a subsequent volume of this collection. Otherwise, it is recommended that each participating centre build its own authority file using the same guidelines. In either case, the participating centre will ensure that those institutions added to its authority file are also added to the one maintained by the coordinating centre.

Fields B220 and B320 in the bibliographic record have been structured to accommodate institutions for which entries have been made in either computerized or manual authority files.

Computerized authority file

A computerized institution authority file is a data base, separate from the data base that contains the bibliographic records. Each record in the authority file contains the name, city, and country code of a particular institution as well as an authority code that is unique.

It is necessary to enter only the authority code in the bibliographic record, in subfield B224 or B324. The code provides the link between the authority file and the main data base containing the bibliographic records. When the authority file is joined to the main bibliographic data base, the code becomes invisible to the user and is replaced by the name, city, and country code of the institution it represents.

Manual authority file

A manual institution authority file serves to indicate the correct form of entry for an institution. The name, city, and country code are copied from the authority file and are entered in the appropriate institution subfields (B221-B223 or B321-B323) in the bibliographic record.

CONVENTIONS USED IN THE MANUAL

The following symbols have been used throughout this manual:

 # # to separate two occurrences of data in a repeatable field

Example

B210 (personal author of documentary unit):

Jones, C.H. # # Wallace, George

/ to separate two subfields

Example

B320 (institution - generic document):

Unesco / Paris / FR

*** *** to indicate the absence of data in a subfield

Example

B220 (institution - documentary unit):

Gambia. Ministry of Agriculture and Natural Resources / * * / GM / B

```
**********
* HEADER *
**********
```

INTERNAL SEQUENCE NUMBER	ISN

CHARACTERISTICS

Essential

PURPOSE

The Internal Sequence Number (ISN) is a unique identifier for a given record in a computerized system using the software MINISIS. Once assigned, it remains permanently associated with that record and cannot be changed. The ISN is one of the points of direct access to a record.

DATA ENTRY

The ISN is assigned automatically by the system when the record is input. At this time the inputter will copy it onto the worksheet.

RESEQUENCED RECORD NUMBER	A100 RESNUM

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field A100 is used to record the number identifying a bibliographic record that appears in a printed index. This is defined as the resequenced record number. It is generated by the system after the sequence of records to be printed in the index has been determined and, therefore, is not entered on the worksheet.

PARTICIPATING CENTRE RECORD NUMBER	A110 PCN

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field A110 is used to enter the participating centre record number (PCN). The PCN is assigned to make each record identifiable and unique within a cooperative system.

DEFINITION

The PCN consists of:

a) participating centre code: two alphanumeric characters assigned by the coordinating centre;

b) year of entry of record: last two digits of the year in which the documentary unit is analyzed;

c) sequential number: five digits, assigned on a yearly basis in the sequence 00001 to 99999.

DATA ENTRY

Enter the participating centre code, followed by the last two digits of the current year. Assign the number 00001 to the first record entered each year, and continue assigning numbers sequentially - one to each record as it is completed, ensuring that the same number is not used twice.

Format

XX-YY-NNNNN

XX: participating centre code

YY: year of entry of record

NNNNN: sequential number

Examples

The first record submitted by IDRC in 1982:

54-82-00001

The 345th record submitted by Bangladesh Institute of Development Studies in 1980:

07-80-00345

The 25th record submitted by the national input centre for Mauritania in 1981:

MR-81-00025

LIBRARY CODE AND CALL NUMBER	A120 LIBCAL

CHARACTERISTICS

Optional

Repeatable

Subfielded

SUBFIELDS

A121	LIBRARY CODE	LIBCOD
A122	CALL NUMBER	CALLNO

PURPOSE

Field A120 is used to record the documentary unit's location and call number. Subfield A121 comprises a code representing the name of the library or documentation centre where the documentary unit is being analyzed, and subfield A122 comprises the call number. This information makes possible ready access to the documentary unit, even before a microfiche or photocopy is available.

LIBRARY CODE A121

DEFINITION

The code representing the library or documentation centre is established in cooperation with the coordinating centre.

The library code consists of:

a) the ISO code of the country in which the institution is located (Annex 2);

b) the acronym representing the name of the institution in which the library or documentation centre is located.

DATA ENTRY

Enter the ISO country code, a hyphen, and the acronym.

Examples

Bangladesh Institute of Development Studies:

BD-BIDS

Organisation pour la Mise en Valeur du Fleuve Sénégal:

SN-OMVS

International Livestock Centre for Africa:

ET-ILCA

Economic and Social Commission for Asia and the Pacific:

TH-ESCAP

International Labour Organization:

CH-ILO

CALL NUMBER A122
==========

DEFINITION

A call number is a combination of characters used to identify a specific documentary unit and to indicate its location within a particular library or documentation centre. Part of the call number may be a classification number, which indicates the subject of the documentary unit.

DATA ENTRY

Enter the full call number assigned to the documentary unit by the library or documentation centre in which it is located.

Examples

L525

711.2(665.7) D4

Z694 B5 1978

BIBLIOGRAPHIC LEVEL	A130 BIBLEV

CHARACTERISTICS

Essential

Not repeatable

Subfielded

SUBFIELDS

A131	LEVEL - DOCUMENTARY UNIT	LEVDU
A132	LEVEL - GENERIC DOCUMENT	LEVGD

PURPOSE

Field A130 serves to identify the bibliographic level at which the documentary unit is described and, if applicable, the bibliographic level(s) of the generic document of which the documentary unit is a part. This information is used when one converts the data base into a UNISIST or AGRIS record structure.

DEFINITIONS

The following bibliographic levels are defined:

Analytic : Relates to an item that is not issued separately, but as part of a larger bibliographic entity, e.g., chapter in a book, article in a periodical, section in a report, map or any other piece extracted from a single document.

Monographic: Relates to an item issued as a single physical piece that is complete in its own right, e.g., book, report, thesis, map, film, sound recording, one part of a multivolume work bearing its own title.

Collective : Relates to an item comprising two or more physical pieces issued at once or over a predetermined time, e.g., multivolume report, multivolume encyclopedia.

Serial : Relates to a number of physical pieces, produced over an indefinite time, and bearing a common title, e.g., periodical, monographic series, annual report, yearbook, newspaper.

DATA ENTRY

LEVEL - DOCUMENTARY UNIT A131

Circle ONE letter corresponding to the bibliographic level of the documentary unit being analyzed:

A - analytic level

M - monographic level

C - collective level

S - serial level

NOTE: The level of the documentary unit is "S" when a record is being prepared for an entire serial, rather than a part of it. In such cases, a serials worksheet is used (guidelines for the treatment of a serial as a single entity will be published in a subsequent volume).

LEVEL - GENERIC DOCUMENT A132

When a documentary unit is part of a larger bibliographic entity (generic document), circle the letter(s) corresponding to the bibliographic level of the generic document:

M if the documentary unit is part of a monograph

C if the documentary unit is part of a collection

S if the documentary unit is part of a serial (periodical or monographic series)

The letters circled in subfields A131 and A132 determine which section(s) will be completed on the first page of the worksheet.

Various cases are summarized in the following table:

	A131	A132	Sections to complete on page 1 of worksheet
Periodical article	A	S	B200, B400
Chapter from a book, report, etc.	A	M	B200, B300
Book, report, film, sound recording, etc., treated as a unit	M	-	B200
Book, report, etc., belonging to a monographic series	M	S	B200, B400
A work in several volumes analyzed as a single documentary unit	C	-	B200
One volume of a collection	M	C	B200, B300
A multivolume collection that is also part of a monographic series	C	S	B200, B400
A single volume of a collection that bears its own distinctive title and is part of a monographic series	M	C S	B200, B300, B400
A chapter from a monograph that is part of a monographic series	A	M S(a)	B200, B300, B400(a)
An entire serial rather than an individual issue or part	S(b)		

(a) Level S is optional. (b) Use serials worksheet (guidelines for the treatment of a serial as a single entity will be published in a subsequent volume).

In other words, the author(s), institution(s), and title(s) associated with a documentary unit are always entered in the DOCUMENTARY UNIT (A/M/C) section of the worksheet (B200 series of fields). The GENERIC DOCUMENT (M/C/S) section (B300 and B400 series of fields) is completed when applicable.

Example 1

The documentary unit is a report published as a single piece.

A131: M

No entry in subfield A132.

Example 2

The documentary unit is an article in a periodical.

A131: A

A132: S

Example 3

The documentary unit is a map extracted from a one-volume report.

A131: A

A132: M

Example 4

The documentary unit is one volume of a two-volume collection.

A131: M

A132: C

Example 5

The documentary unit is a chapter from a monograph. The complete monograph is one issue in a monographic series.

A131: A

A132: M S

NOTE: As the chapter is not the complete issue of the monographic series, level S is optional.

Example 6

The documentary unit is a single volume of a collection and bears its own distinctive title. It is also part of a monographic series.

A131: M

A132: C S

Example 7

The documentary unit is a chapter from a monograph that is one volume of a collection.

A131: A

A132: M

NOTE: As the chapter is not the complete volume of the collection, level C is not entered.

RELATED RECORD	A140 RELREC

CHARACTERISTICS

Optional

Repeatable

Subfielded

SUBFIELDS

A141	RELATOR	RELATR
A142	RESEQUENCED RECORD NUMBER OF RELATED RECORD	RELRN
A143	PCN OF RELATED RECORD	RELPCN

PURPOSE

Field A140 serves to identify other records in the system that are linked to the record being prepared. It is used only when the link cannot be established through the use of other fields, e.g., B710 (meeting, conference, etc.), B330 (title of generic document), B740 (development project).

It comprises subfield A141, which indicates the relationship of the documentary unit being analyzed to another documentary unit previously entered in the system, and subfield A142 or A143, which holds the resequenced record number or the participating centre number (PCN) of the related record.

DATA ENTRY

RELATOR A141

****Specific parameters for subfield A141 will be defined by each coordinating centre and may include:

- other language versions of the documentary unit;
- other editions or versions of the documentary unit;
- supplements to the documentary unit.****

1. Enter T (translation) if the related record pertains to a documentary unit that is another language version of the documentary unit being analyzed.
2. Enter O (other) to indicate any other relationship, as defined by a particular system.

Example 1

The documentary unit being analyzed is a translation of another documentary unit already recorded in the system.

A141: T

Example 2

The documentary unit being analyzed describes an unnumbered development project. Another document dealing with the same project has previously been entered in the system.

A141: O

RESEQUENCED RECORD NUMBER OF RELATED RECORD A142

When a record pertaining to the documentary unit is already in the data base and has been assigned a resequenced, i.e., definitive, record number, enter this record number in subfield A142. The resequenced record number is found in field A100 of the related record. It also appears as the reference number in the printed bibliographic index.

Example

The documentary unit in hand bears the PCN NL-82-00131. It is a translation of a documentary unit entered previously, to which the resequenced number 001784 was assigned.

A110: NL-82-001321

A141: T

A142: 001784

PCN OF RELATED RECORD A143

When a record pertaining to the documentary unit is already in the data base but has NOT yet been assigned a resequenced record number, enter the PCN of the record in subfield A143. The PCN is found in field A110 of the related record.

Example 1

The documentary unit in hand bears PCN 07-81-00345. It is a revised edition of a documentary unit analyzed earlier and assigned PCN 07-81-00002.

A110: 07-81-00345

A141: O

A143: 07-81-00002

Example 2

The documentary unit in hand bears PCN NG-79-00427. It is a translation of a documentary unit previously entered that has been assigned PCN NG-79-00026 and the resequenced record number 002021.

A110: NG-79-00427

A141: T

A142: 002021

No entry in subfield A143.

RECORD STATUS	A150 STATUS

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field A150 is used by the participating centre to indicate that a record previously submitted to the coordinating centre is to be changed or deleted.

SELECTION

Select one of the following codes:

C - change - to indicate an amendment to a record previously submitted to the coordinating centre, e.g., to correct data in a particular field, to add a field.

D - delete - to remove a record previously submitted to the coordinating centre.

DATA ENTRY

Change

1. Enter the PCN of the record to be altered in field A110.

2. Circle C on the worksheet in field A150.

3. To ensure that the correct record will be changed, enter the title of the documentary unit in field B230 on the worksheet. When field B230 is to be amended, enter both the existing and amended title in field B230.

Example

The title A brief situation report in research is to be amended.

B230: Existing: A brief situation report in research

Amended : A brief situation report in agricultural credit research

4. Complete all other fields that are to be amended, indicating clearly the specific changes that are to be made.

5. Enter your name on the worksheet in field D100 and the current date in field D140 (date changed); the inputter will enter in the system the date on which the record is actually amended.

Delete
---

1. Enter the PCN of the record to be deleted in field A110.

2. Circle D on the worksheet in field A150.

3. To ensure that the correct record will be deleted, enter the title of the documentary unit in field B230.

4. Enter your name on the worksheet in field D100 and the current date in field D140 (date changed).

COUNTRY OF ORIGIN OF DOCUMENT	A160 ORIGIN

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field A160 is used to enter a code that identifies the country from which the documentary unit emanated. This field serves to retrieve all of the items originating from a particular country or group of countries.

SELECTION

1. System with territorial formula

In a system in which a participating centre is responsible for reporting only those items emanating from its own country, i.e., a system following the territorial formula, field A160 is always the country in which the participating centre is located.

2. System without territorial formula

In a system in which a participating centre reports all the literature pertaining to a specific geographical area, regardless of where the individual items were produced, select the country of origin, in the following order of preference:

- country of publication as selected for subfield B613 (Example 3);
- country where the documentary unit was prepared.

When the work was carried out in several institutions located in different countries, select the country in which the participating centre is located (Example 4).

3. Reprints

When the documentary unit is a reprint issued in a country other than the country of origin, select the country in which the documentary unit was originally issued (Example 6).

DATA ENTRY

Enter the ISO country code (Annex 2) corresponding to the country of origin.

Example 1

The documentary unit is an article from the journal, Caribbean Quarterly, published in Mona, Jamaica.

A160: JM

Example 2

The documentary unit is a photocopy of a typewritten paper written by J. Thomson, of the Norman Paterson School of International Affairs, Carleton University, Ottawa, Canada.

A160: CA

Example 3

The documentary unit is a book simultaneously published by Longman in England and in Kenya. The country of publication entered in field B613 is Kenya.

A160: KE

Example 4

The documentary unit was prepared jointly by UNDP in New York and the Ministry of Planning in Colombo, Sri Lanka. The participating centre is located in Sri Lanka.

A160: LK

Example 5

The documentary unit is an unpublished report produced in France at the request of ESCAP.

A160: FR

Example 6

The documentary unit is a reprint, produced in Indonesia, of a publication originally produced in the Netherlands.

A160: NL

AGRIS RECORD TYPE	A170 RECTYP

CHARACTERISTICS

Essential when the record is to be reported to AGRIS.

Not repeatable

Not subfielded

PURPOSE

Field A170 is used to enter the record type according to AGRIS guidelines.

NOTE: For a complete discussion of AGRIS record types, see AGRIS Guidelines for Bibliographic Description, Section 1.31 (10).

SELECTION

For each documentary unit, select ONE AGRIS record type, from the list below.

COMPUTER MEDIUM	T	All forms of information storage that can be read and used by a computer: punched cards and tape, magnetic disks and tapes, etc.
DRAWING, PHOTO	D	Photographs, industrial illustrations, and drawings or sketches of any other type.
FILM	F	Visual recordings on film, slides, or video tape.

(10) Martinelli, Maria Teresa. AGRIS guidelines for bibliographic description. Rome, AGRIS Coordinating Centre, FAO, 1979. (FAO-AGRIS-4-Rev.2)

JOURNAL ARTICLE	J	Individual articles taken from a serial or journal (serial analytics).
MAP, ATLAS	G	Maps and illustrated atlases of a country, a region, or a geographical area; political, meteorological, hydrographic, hydrological, botanical, demographic maps, etc.
PATENT	P	Patent documents published by an organization responsible for attributing intellectual property rights: patents, inventor's certificates, etc.; publications concerning patents; patent requests; patents included in a document being indexed.
REPORT	R	Scientific and technical documents, usually not published, written to communicate results of studies or research on development projects. Reports can vary greatly in nature and content: memo-reports, technical notes, research reports, etc.
SOUND RECORDING	H	All types of sound recordings.
STANDARD	C	Documents defining standards or specifications; not limited to official publications of national and international organizations.
MONOGRAPH	B	All written documents published or reproduced that do not belong to any other category.

DATA ENTRY

Enter the letter corresponding to the appropriate record type in field A170.

AGRIS LITERARY INDICATORS	A180 LITIND

CHARACTERISTICS

Essential when the record is to be reported to AGRIS.

Not repeatable

Not subfielded

PURPOSE

Field A180 is used to record literary indicators as defined by AGRIS.

NOTE: For a complete discussion of AGRIS literary indicators, see AGRIS Guidelines for Bibliographic Description, Section 1.32. (11)

SELECTION

Select, from the following list, the AGRIS literary indicators that apply to the documentary unit.

BIBLIOGRAPHY	Z	Documentary unit containing at least 20 bibliographic references.
CONFERENCE	K	Proceedings or reports of congresses, conferences, meetings, workshops, etc.; papers presented to meetings or abstracts of those papers.
DICTIONARY	L	Dictionaries, encyclopedias, glossaries, or a documentary unit containing a glossary as an appendix.

(11) See footnote 10, p. 40.

LEGISLATION	W	Texts of laws, statutes, etc., produced separately or included in a documentary unit as an appendix.
MAP(S) INCLUDED	Y	Maps included in a documentary unit and not selected to be analyzed separately.
NONCONVENTIONAL	V	All types of material not available through normal distribution channels.
NUMERICAL DATA	N	Numerical data presented in tables or graphs, mathematical tables, statistical tables, physical data, etc.
REVIEW	R	Bibliographic syntheses, i.e., critical and state-of-the-art reviews in a given discipline. These reviews include evaluations of the most important literature being contributed to the development of a discipline and comprehensive bibliographies.
SUMMARY ONLY	E	Documentary unit is a shortened form of the original. Do NOT circle E to indicate that the document being indexed also contains an abstract.
THESIS	U	Essays or theses written by a candidate for a degree from a university or other academic institution.

DATA ENTRY

Circle the letter(s) corresponding to the literary indicator(s) applicable to the documentary unit.

RECORD-ACCESS CODE	A190 ACCESS

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field A190 serves to enter a code that categorizes a record according to the type of access allowed to it. Records assigned a particular access code can be suppressed from certain online or printed outputs of the data base.

Field A190 is NOT used to indicate that access to the documentary unit itself is restricted; this information is recorded in field B810 (availability).

****Record-access codes are system specific and are defined according to the needs of a particular system.****

SELECTION

Select ONE code per documentary unit.

DATA ENTRY

Enter the record-access code in the space provided on the worksheet.

****
* BIBLIOGRAPHIC DESCRIPTION *
****

PERSONAL AUTHOR - DOCUMENTARY UNIT	B210 AUTHOR

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field B210 is used to record the names of persons responsible for the intellectual content of the documentary unit (authors, editors, compilers, etc.).

SELECTION

1. Select a MAXIMUM OF FIVE personal authors per documentary unit. When there are more than five authors, select the principal author(s), if indicated, or else the first five mentioned.

2. Select the names of editors and compilers.

3. Do not select names of translators, illustrators, persons writing the introduction or preface, etc.

Example 1

Authorship as shown on the documentary unit:

By Floyd O. Slate, Professor of Structural Engineering, assisted by Mary Ann Acton and Thandirve Chinamora, Graduate Assistants.

Select as authors: Floyd O. Slate, Mary Ann Acton, and Thandirve Chinamora

Example 2

Authorship as shown on the documentary unit:

By W.O. Aiyepeku, illustrated by R.M. Bechtel.

Select as author: W.O. Aiyepeku

Example 3

Authorship as shown on the documentary unit:

Edited by Alan Denson, with a foreword by Mark Gibbon.

Select as author: Alan Denson

DATA ENTRY

General rules

1. Record names in order of their appearance on the document.

2. Do not add indications of rank or title such as Father, Professor, General, Engineer, Dr.

3. Enter the family name first, followed by a comma and a space, and the given name(s) or initial(s).

   Note that family names are sometimes written in CAPITAL LETTERS on the documentary unit, e.g., Amadi Kane DIALLO.

   NOTE: The comma separating the family name(s) from the given name(s) indicates that the form of entry differs from the form of the name normally used in written communication, when citing the person's name.

Examples

Chowdhury, Naimuddin

Da, Marcellin

Domínguez, B.H.

Engberg, L.E.

Manyanina, Mary

Traore, Pierre Issa

4. When there is more than one family name, begin the entry with the last family name.

EXCEPTION: Do not separate a hyphenated name or a name known to be compound, as is often the case with Spanish names.

Examples

Diallo, Amadi Kane

Sissoko, Mariam Tall

Massingue, Servelina dos Santos

Gonçalves, Agostinho Ribeiro

Sousa, M. Camois

Ndong-Ondo, J. Frederic

Acquaah-Harrison, R.

Abu-Kandeel, A.

Sala-Diakanda, M.

Mueller-Debus, T.

Leyton-Brown, D.

Gérin-Lajoie, Michèle

Isaza V., Guillermo

Montenegro Galdámez, María

Abdul Quasim, Mohammed

Doo Kingue, M.

Ky Zerbo, Joseph

5. When it is not possible to identify a family name, copy the full name, exactly as it appears on the documentary unit, without adding any punctuation.

6. When more than one author is selected for entry in field B210, precede the second and subsequent occurrences by the delimiter "##".

Example

B210: Lawrence, J. ## Deblissche, B.
Long, G.

Guidelines for determining the form of entry of specific categories of names
---

****Each system will establish its own detailed guidelines for the form of entry of personal names, with particular emphasis on categories of names predominant within the region. In addition, each system will also specify guidelines, or a source thereof, for categories of names less likely to occur in the region, e.g., for Chinese names in a Latin American regional system.

A system may decide to follow the comprehensive rules for entry of personal names found in the Anglo-American Cataloguing Rules (AACR2) (12), in Names of Persons: National Usages for Entry in Catalogues (13), or in other recognized cataloguing standards. As an alternative, the system may use the simplified guidelines below as a basis for preparing its own rules.****

1. For specific categories of names use the following guidelines in conjunction with the general rules above.

---

(12) Anglo-American cataloguing rules. 2d ed. Chicago, American Library Association, 1979.
(13) International Federation of Library Associations and Institutions. International Office for UBC. Names of persons: national usages for entry in catalogues. London, IFLA International Office for UBC, 1980.

2. Use as aids to determine the correct form of a personal name:

   - references to the person in the preface, introduction, foreword, etc. of the documentary unit;
   - bibliographies and references contained in the documentary unit;
   - appropriate national bibliographies.

African names

For the following countries, the first name is the more significant element. Enter the full name exactly as it is found on the documentary unit.

Country	Examples
Chad	Sou Ngonn Sou Bongbanda Hogra
Ethiopia	Tesfa-Yesus Mehary Eshetu Habte Georgis
Madagascar	Razafindramainty
Mauritania	Moktar Ould Haiba Ahmed Ould Djeddou
Zaire	Ilanga Nyonschi Lumpungu Kamanda

Arabic names
---

1. When an Arabic name has only two elements, the second element is the family name.

Examples

Fatimah Barakat
B210: Barakat, Fatimah

Jamil Mattar
B210: Mattar, Jamil

2. Compound names containing prefixes

The prefixes Al, El, Abou, Abun, Abdul, Abdel, Ben, or Ibn are the first element of a compound name (family name or given name).

Examples

Mohammed Al-Afghani
B210: Al-Afghani, Mohammed

Tahir Abdul Hakim
B210: Abdul Hakim, Tahir

Tawfiq Abou Shakra
B210: Abou Shakra, Tawfiq

Tariq Ben Hamoud
B210: Ben Hamoud, Tariq

Abdel Khader Shukrallah
B210: Shukrallah, Abdel Khader

Abdul Rahman Ibn Khaldoun
B210: Ibn Khaldoun, Abdul Rahman

N. El-Madji-Amor
B210: El-Madji-Amor, N.

3. Compound names containing suffixes

"El-Dine", in its various forms ("al-din", "al-Din", etc.) is a suffix and, therefore, is always the second part of a compound name (family name or given name).

Examples

Kheir El-Dine Raouf
B210: Raouf, Kheir El-Dine

Ahmad Izz El-Dine
B210: Izz El-Dine, Ahmad

Muhammad Sadr al-Din
B210: Sadr al-Din, Muhammad

Asian names

NOTE: For Chinese and Korean names, see the section below on Chinese names.

When it is not possible to identify the family name(s) of an author, select the last element as the family name, as in the examples below.

EXCEPTION: Malaysian and Thai names are entered in the order in which they appear on the documentary unit.

Country	Examples
India	Chatterjee, Bishwa B. Sharma, Baldev Raj
Indonesia	Soedjatmoko Martadihardja Dachlan, Eddie Sumardi
Malaysia	Merican Faridah Abdullah Sanusi bin Ahmad
Pakistan	Siddiqui, Akhtar H. Hasnain, Mehdi
Thailand	Chakrit Noranitpadungkarn Jingjai Hanchanlash

Chinese names

NOTE: The following guidelines also apply to Korean names. (See 6 below for examples of Korean names.)

1. When a Chinese name has no Western element, it traditionally comprises a one-syllable family name followed by one or two given names.

   Enter such names exactly as they appear on the documentary unit, without adding any punctuation.

Examples

Lim Hong-Too
B210: Lim Hong-Too

Mao Zedong
B210: Mao Zedong

Chung Ling
B210: Chung Ling

2. People of Chinese origin living overseas, or Chinese writing for a Western audience, may write their given name(s) first, followed by the family name. If this can be ascertained, enter the family name first, followed by the given name(s).

Examples

Hwa-Wei Lee
B210: Lee Hwa-Wei

Yok-Leng Chan
B210: Chan Yok-Leng

3. Treat a name consisting of only a Western given name and a Chinese family name as a Western name.

Example

Richard Lee
B210: Lee, Richard

4. Enter a name consisting of a Western given name, a Chinese family name, and one or more Chinese given names, as in the examples below.

Examples

Philip Loh Fook Seng
B210: Loh, Philip Fook Seng

Maria Ng Lee Hoon
B210: Ng, Maria Lee Hoon

5. In case of doubt, copy the full name, exactly as it appears on the documentary unit, without inserting any punctuation.

Examples

Lim Huck Tee
B210: Lim Huck Tee

6. Korean names are entered according to the guidelines for Chinese names.

Examples

B210: Koh Hoe-Young

B210: Choe Jung-Tai

B210: Yu Kyong-Hee

B210: Lee Jai-Chuel

B210: Kim Ku

B210: Namgung Pyok

European names

NOTE: For Portuguese names, see the separate section below.

1. Compound family names

When a family name is hyphenated or known to be compound, treat it as one element; do not separate it.

Examples

T. Müller-Debus
B210: Müller-Debus, T.

W. Schneider-Barthold
B210: Schneider-Barthold, W.

Rita Cruise O'Brien
B210: Cruise O'Brien, Rita

Frederic Strickland-Constable
B210: Strickland-Constable, Frederic

Martha Beya de Modernell
B210: Beya de Modernell, Martha

Alfonso Medina Echeverría
B210: Medina Echeverría, Alfonso

C.L. Torres y Torres
B210: Torres y Torres, C.L.

2. Compound family names with prefix(es)

2.1 Enter the following prefixes after the given names:

af op de ter van der von der

den ten van von

Examples

P. von Blanckenburg
B210: Blanckenburg, P. von

M.P. van Dijk
B210: Dijk, M.P. van

Leo op de Beech
B210: Beech, Leo op de

Menno ter Braak
B210: Braak, Menno ter

Gunnar af Hallstrom
B210: Hallstrom, Gunnar af

2.2 Enter the following prefixes without inversion, i.e., before the family name:

am	del	di	la	les	ver	zur
de	della	du	las	li	vom	
de la	delle	l'	le	los	zum	

Examples

S.J. Du Toit
B210: Du Toit, S.J.

Jean de Chantal
B210: de Chantal, Jean

René La Bruyère
B210: La Bruyère, René

M. della Rosa
B210: della Rosa, M.

Isidoro del Lungo
B210: del Lungo, Isidoro

Bernardo la Fuente
B210: la Fuente, Bernardo

Susana las Heras
B210: las Heras, Susana

Aja ver Boven
B210: ver Boven, Aja

3. Portuguese names

3.1 Enter Portuguese names under the last element of the family name.

Examples

Ovidio Saraiva de Carvalho e Silva
B210: Silva, Ovidio Saraiva de Carvalho e

Paulo Fernando de Moraes Farias
B210: Farias, Paulo Fernando de Moraes

3.2 When the last element of the family name is a qualifier indicating a family relationship such as Júnior, Filho, Neto, Sobrinho, the qualifier is treated as a suffix in a compound name.

Examples

Victor Vidal Neto
B210: Vidal Neto, Victor

A.F. Coimbra Filho
B210: Coimbra Filho, A.F.

António Ribeiro de Castro Sobrinho
B210: Castro Sobrinho, António Ribeiro de

3.3 In former Portuguese colonies, the qualifier (Júnior, Filho, Neto, Sobrinho) sometimes constitutes the family name.

Examples

António Luís Neto
B210: Neto, António Luís

Jorge Sobrinho
B210: Sobrinho, Jorge

INSTITUTION - DOCUMENTARY UNIT	B220 INST

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B221	INSTITUTION DU - NAME	INSTNA
B222	INSTITUTION DU - CITY	INSTCI
B223	INSTITUTION DU - COUNTRY CODE	INSTCC
B224	INSTITUTION DU - AUTHORITY CODE	INSTAC
B225	INSTITUTION DU - SUB-BODY	INSTSB
B226	INSTITUTION DU - ROLE	INSTRO
B227	INSTITUTION DU - ROLE EXPANDED	INSTEX

PURPOSE

The purpose of field B220 is to identify the institution(s) where the work described in the documentary unit was carried out and to define the relationship between the institution(s) and the work (corporate author, affiliation of author, degree-granting institution). Field B220 is also used to identify other institutions and their roles (owner of a patent, sponsor of a meeting, source of funds).

SELECTION

1. General rule

Select institutions associated with the documentary unit when they fall into one of the following categories:

- corporate authors, i.e., institutions that bear some responsibility for the intellectual content of the documentary unit;

  NOTE: An institution that only publishes a documentary unit or only provides financial support for its production is not a corporate author.

- institutions to which the authors were affiliated at the time the work described in the documentary unit was carried out;

- institutions sponsoring a meeting, conference, etc., when the documentary unit is a report, proceedings, etc. of the meeting;

- the degree-granting institution, when the documentary unit is a thesis or dissertation;

- the institution that is the owner or assignee of proprietary rights, when the documentary unit is a patent;

- institutions that provided financial support for the work described in the documentary unit.

2. Individual conference papers

When the documentary unit is an individual paper prepared for a meeting, conference, etc., select only those institutions that are connected with the paper, and NOT those institutions that are concerned only with the organization or sponsorship of the meeting.

Example 1

A paper by M. Gillis of IBM is prepared for a conference sponsored by the American Enterprise Institute.

Institution selected for field B220: IBM (NOT American Enterprise Institute.)

Example 2

A background paper, with no personal or corporate author, is prepared for a conference sponsored by the United Nations Environment Programme. The paper is printed on UNEP letterhead.

Institution selected for field B220: UNEP.

Note that when the documentary unit is NOT an individual conference paper but is a collection of such papers or a report or proceedings of the meeting, the institutions organizing or sponsoring the meeting are selected for field B220.

DATA ENTRY

****It is strongly recommended that all participating centres use an authority file of institution names, either their own or that of the coordinating centre.****

1. General rules

1.1 For each institution selected for field B220, consult the institution authority file to determine the correct form of entry for the institution.

1.2 When no entry is found in the authority file, prepare an entry for the authority file according to the rules for entry found in the companion volume to this manual (in preparation), which contains guidelines for building and maintaining institution authority files.

Example 1

An institution appears on the documentary unit as Economic Commission for Africa. Entry in the authority file:

Economic Commission for Africa
see ECA

Form chosen for entry in field B220: ECA.

Example 2

An institution appears on the documentary unit as German Research Society. Entry in the authority file:

German Research Society
see Deutsche Forschungsgemeinschaft

Form chosen for entry in field B220: Deutsche Forschungsgemeinschaft.

1.3 When the name of an institution has been established in the authority file in several language versions, enter only ONE LANGUAGE VERSION in field B220. Choose, in order of preference, the version corresponding to:

- the language of analysis;
- the language of text;
- the principal language of the country in which the institution is located.

Example

Institution appears on the documentary unit as: South Pacific Commission - Commission du Pacifique Sud. The language of analysis is English. Entries in the authority file:

Commission du Pacifique Sud
see also South Pacific Commission

South Pacific Commission
see also Commission du Pacifique Sud

Form chosen for entry in field B220: South Pacific Commission.

2. Entry on worksheet of subfields B221-B224

****Field B220 accommodates institutions for which entries have been made in either computerized or manual authority files. The type of authority file determines which of subfields B221-B224 are completed. Systems using manual authority files complete subfields B221-B223; systems using computerized authority files complete subfield B224.****

INSTITUTION DU - NAME B221

1. Enter the institution name exactly as it appears in the manual authority file.

2. Follow the name with a space slash space.

   NOTE: Participating centres using computerized institution authority files do NOT enter subfield B221; enter only subfield B224.

INSTITUTION DU - CITY B222

1. Enter the city in which the institution is located exactly as it appears in the manual authority file.

2. Follow the city with a space slash space.

   NOTE: Participating centres using computerized institution authority files do NOT enter subfield B222; enter only subfield B224.

INSTITUTION DU - COUNTRY CODE B223

1. Enter the ISO country code for the country in which the institution is located exactly as found in the manual authority file.

2. Follow the country code with a space slash space.

   NOTE: Participating centres using computerized institution authority files do NOT enter subfield B223; enter only subfield B224.

Format 1: General

Institution name / City / Country code /

Examples

Social and Economic Development Centre / Colombo / LK /

Université d'Abidjan / Abidjan / CI /

Format 2: Government department, ministry, etc.

Institution name / * * / Country code /

NOTE: "* *" indicates that subfield B222 is to be left blank.

Examples

Jamaica. Ministry of Education / * * / JM /

Perú. Ministerio de Comercio / * * / PE /

INSTITUTION DU - AUTHORITY CODE B224

1. Copy the authority code corresponding to the institution as found in the computerized authority file.
2. Follow the code with part of the name of the institution sufficient to identify it for checking purposes. Enclose this portion in parentheses.
3. Follow the parentheses with a space slash space.

Format

Authority code (Institution name) /

Examples

001554 (University of Ibadan) /

001776 (WHO. Regional Office for Africa) /

INSTITUTION DU - SUB-BODY B225

****Subfield B225 is entered, at the discretion of the documentalist, according to local cataloguing practices or to guidelines established by the coordinating centre.****

A subordinate body is one that is administered by a parent institution at the same location. Subordinate bodies include:

- a teaching or research department or unit of a university;
- a library of a university, association, government department, or international body;
- a committee of a government, university, or association;
- a division or branch of a government ministry;
- a branch of an association.

1. General rules

1.1 In general, institutions are established in the authority file only under the name of the parent institution, with subordinate bodies being ignored. Subordinate bodies may be added in subfield B225, provided the sub-body is located in the same city as the parent institution. However, a separate entry in the authority file is needed for a sub-body that is located in a city different from that of the parent institution.

1.2 When a subordinate body is cited on a documentary unit in more than one language, enter only ONE language version in subfield B225. Enter the version that corresponds to the language of the parent institution name.

Example

Institution name: OIT (same in French and Spanish)
Sub-body as written on documentary unit:

Programme Mondial de l'Emploi / Programa Mundial del Empleo

Language of analysis is French.

B225: Programme Mondial de l'Emploi

2. Entry on worksheet of subfield B225

2.1 Enter the name of the subordinate body following subfields B221-B223 or subfield B224; follow it by a space slash space.

2.2 When no subordinate body is recorded, enter "* *".

Example 1

Parent institution is in computerized authority file

008680 (Quaid-i-Azam University) / Department of Economics /

004659 (Gambia. Ministry of Agriculture and Natural Resources) / Department of Animal Husbandry /

000711 (IDRC) / * * /

Example 2

Parent institution is in manual authority file

Ecole Nationale d'Administration / Tunis / TN / Centre de Recherches et d'Etudes Administratives /

Canada. Department of the Environment / * * / CA / Fisheries and Marine Service /

INSTITUTION DU - ROLE B226

1. General rules

1.1 Indicate the role of the institution with respect to the work described in the documentary unit by a single-character code.

Following is a list of the role codes, their expansions for use in printed output, and their explanations.

A	Patent holder	institution that is the owner or assignee of proprietary rights, when the documentary unit is a patent
B	Corporate author	institution that has responsibility for the intellectual content of the documentary unit
C	Degree granted by	degree-granting institution, when the documentary unit is a thesis or dissertation
D	Affiliation	institution that is an author's normal place of work, or the institution to which an author was affiliated at the time the work described in the documentary unit was carried out
E	Meeting sponsored by	institution organizing or sponsoring a meeting, when the documentary unit is its report, proceedings, etc.
F	Funded by	institution that provided financial support for the work described in the documentary unit

1.2 Select ONE role code for each institution selected for entry in field B220. When more than one role applies to the same institution, select, in order of preference, A, B, C, D, E, F (Examples 4-6).

2. Entry on worksheet of subfield B226

2.1 Enter the role code after the space at the end of subfield B225.

2.2 When more than one institution is selected for entry in field B220, enter them alphabetically by role code (Example 3). Precede second and subsequent occurrences by "# #".

Example 1

Unesco is the normal place of work of the author of the documentary unit, which was prepared during a one-week mission to ESCAP.

B220 (for computerized authority file):
001472 (Unesco) / * * / D ǂ ǂ 003327 (ESCAP) / * * / D

B220 (for manual authority file):
Unesco / Paris / FR / * * / D ǂ ǂ ESCAP / Bangkok / TH / * * / D

Example 2

The Department of Library Studies of the University of Ibadan is the author's normal place of work. The author prepared the documentary unit during a sabbatical year at the International Development Research Centre.

B220 (for computerized authority file):
000711 (IDRC) / * * / D ǂ ǂ 001554 (University of Ibadan) / Department of Library Studies / D

B220 (for manual authority file):
IDRC / Ottawa, Ont / CA / * * / D ǂ ǂ University of Ibadan / Ibadan / NG / Department of Library Studies / D

Example 3

A Master's degree is granted by the University of New South Wales. The major part of the work was completed at the National Library of Australia.

B220 (for computerized authority file):
003759 (University of New South Wales) / * * / C ǂ ǂ 003632 (National Library of Australia) / * * / D

B220 (for manual authority file):
University of New South Wales / Kensington, NSW / AU / * * / C ǂ ǂ National Library of Canberra, ACT / AU / * * / D

Example 4

The University of Khartoum is both the author's affiliation and the degree-granting institution.

B220 (for computerized authority file):
004753 (University of Khartoum) / * * / C

B220 (for manual authority file):
University of Khartoum / Khartoum / SD / * * / C

Example 5

The International Crops Research Institute for the Semi-Arid Tropics holds a patent for an automatic harvester; it also developed the invention.

B220 (for computerized authority file):
002026 (ICRISAT) / * * / A

B220 (for manual authority file):
International Crops Research Institute for the Semi-Arid Tropics / Hyderabad / IN / * * / A

Example 6

The Ford Foundation funded a project and is also the author of the report of the project.

B220 (for computerized authority file):
000639 (Ford Foundation) / * * / B

B220 (for manual authority file):
Ford Foundation / New York, NY / US / * * / B

INSTITUTION DU - ROLE EXPANDED B227

Subfield B227 holds the word or phrase that interprets the role code. When required, e.g., in printed indexes, the system expands the role code (subfield B226) into a word or phrase stating the role of the institution. This word or phrase will be printed, preceding the institution's name, city, and country code. A list of the role codes and their expansions is found with the guidelines for subfield B226.

Example

B220: 000603 (FAO) / * * / B

will appear in the record in a printed index as:

Corporate author: FAO, Roma IT

TITLE OF DOCUMENTARY UNIT	B230 TITLE

CHARACTERISTICS

Essential

Repeatable when parallel titles are present.

Not subfielded

PURPOSE

Field B230 serves to enter the title and subtitle and, if applicable, the parallel title, of the documentary unit.

DEFINITIONS

Title

A word, phrase, character, or group of characters, normally appearing in an item, naming the item.

Subtitle

A secondary title consisting of a word, phrase, character, or group of characters that is explanatory to the title.

Parallel title

The same title appearing in several language versions.

NOTE: In the following text, the full title, comprising both title and, if applicable, subtitle, is referred to as the title.

SELECTION

Select ONE title to be entered in field B230.

EXCEPTION: When the documentary unit has parallel titles, they are selected and entered according to guidelines in Special Case 2, following.

1. Select the title by which the documentary unit is most likely to be cited; this will usually be the most prominent title on the title page.

2. When the documentary unit has no title page, select the cover title, spine title, or title as cited in the introductory material.

3. In rare cases when no title appears on the documentary unit, e.g., in editorial articles, supply a title in the language of analysis. When this is done, enter the note, "Supplied title", in field B820 (ancillary data).

DATA ENTRY

Enter the selected title exactly as it appears on the documentary unit, using the same order, wording, and spelling, WITH THE FOLLOWING EXCEPTIONS:

1. Correct obvicus typographical errors.

2. Do not enter periods that follow the letters in acronyms. Do not leave spaces in acronyms.

3. Capitalize the first word of the title. Enter all other words in the title in lower case, except for words that would normally be capitalized in the language involved, i.e., proper nouns in English, all nouns in German, etc.

4. Capitalize the first letter of all significant words in the names of institutions and conferences that appear in a title.

5. When a subtitle is present, precede it by a colon and space. Other punctuation may be added, if needed for clarity, to the title or subtitle.

6. Do not enter any end punctuation.

7. When a title is unusually long, it may be abridged but only if this is possible without loss of essential information.

   Indicate omissions by "...".

   Examples

   Indicadores socioecónomicos: Chile

   Vocabulaire quadrilingue de l'environnement méditerranéen: anglais, arabe, espagnol, français; document de travail

   Estatutos do PAIGC, aprovados pelo III Congresso do PAIGC

   US policy towards Latin America

   Monnaie et développement en Afrique occidentale sous-saharienne

   Chancen regionaler Integration in Westafrika

   Report of the First ECA/UNIDO Basic Metals and Engineering Industries Development Programmes Mission, July to December 1978

   Manufacturing output and trade in developing Africa: the position of Africa in the Lima Target

   Suicide or survival: the challenge of the year 2000

   Plan nacional de desarrollo, 1975-1979

   El petróleo y el desarrollo en Bolivia

   La production alimentaire et l'aménagement rural

   The economics of relevance

   Canada and the Third World: what are the choices

SPECIAL CASES

1. Title in language other than an official language of the system

1.1 Select the title according to the guidelines in SELECTION above.

1.2 Enter the title in field B230 following the general guidelines in DATA ENTRY above.

1.3 Translate the title into the language of analysis and enter it in the appropriate translated title field (English, field B240; French, field B250; Arabic, field B260; Spanish, field B270).

Example

The title of the documentary unit is in Dutch and the language of analysis is English.

B230: Hulpverlening ten behoeve van de Sahel

B240: Development aid to the Sahel

2. Parallel titles in several languages

2.1 Select as the first parallel title, in order of preference, the language version of the title that corresponds to the:

- language of analysis;
- language of text;
- first title appearing on the documentary unit.

2.2 Enter the first parallel title following the general guidelines in DATA ENTRY above.

2.3 Follow the first parallel title with the other parallel titles in the order in which they appear on the documentary unit. Precede second and subsequent parallel titles by the delimiter "##".

Example 1

The documentary unit has parallel titles in English and French and the language of analysis is English.

B230: Women in international development ## La femme et le développement international

Example 2

The documentary unit has parallel titles in English and French and the language of analysis is French.

B230: Fécondité naturelle: niveaux et déterminants de la fécondité naturelle; actes d'un Séminaire sur la Fécondité Naturelle ## Natural fertility: patterns and determinants of natural fertility; proceedings of a Seminar on Natural Fertility

Example 3

The documentary unit has parallel titles in Portuguese, English, and Spanish and the language of analysis is Spanish.

B230: Fuerza de trabajo femenina ## Female labour force ## Força de trabalho feminina

Example 4

The documentary unit has parallel titles and text in German, Italian, and Dutch. The German title appears first on the documentary unit and the language of analysis is English.

B230: Entwurf mehrsprachiges Glossar "Informatik" ## Progetto glossário multilingue dell'informatica ## Ontwerp meertalige glossaire voor de informatica

B240: Draft multilingual information science glossary

3. Title in non-Roman script

3.1 Select the title according to the guidelines in SELECTION above.

3.2 Enter the transliterated title in field B230 following the general guidelines in DATA ENTRY above. Transliterate titles in non-Roman scripts according to the appropriate ISO standard for transliteration (Annex 4). If no ISO standard exists, use the rules for transliteration adopted by the country of origin of the documentary unit.

3.3 Translate the title into the language of analysis and enter it in the appropriate translated title field.

Example

The title of the documentary unit is in Russian and the language of analysis is French.

B230: Afrika: problemy regional'nogo razvitiya

B250: Afrique: problèmes de développement régional

TRANSLATED TITLE - ENGLISH	B240 TRTIEN

CHARACTERISTICS

Mandatory when:

- the record is to be reported to AGRIS and the title does not appear in English on the title page or cover of the documentary unit; OR
- the language of analysis is English and an English version of the title does not appear on the title page or cover of the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B240 serves to enter the English translation of the title of a documentary unit (field B230) when the documentary unit is written in a language other than English.

NOTE: The translated title entered in field B240 is one that either is supplied by the documentalist, is found in correspondence accompanying the documentary unit, or is taken from the preface or introduction. When an English version of the title appears on the title page or cover of the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B230.

****When a participating centre finds it necessary to distinguish between a translated title supplied by the documentalist and one that is provided by the author (e.g., in an introduction or preface), the title supplied by the documentalist is entered within square brackets.****

Example 1

A monograph written in Indonesian is entitled Pola permasaran kaju de Djakarta. The language of analysis is English.

B230: Pola permasaran kaju de Djakarta

B240: The pattern of timber marketing in Jakarta

Example 2

A monograph has parallel titles in Portuguese and French: História da Guiné e das ilhas de Cabo Verde. Histoire de la Guinée et des îles du Cap Vert. The language of analysis is English.

B230: História da Guiné e das ilhas de Cabo Verde ## Histoire de la Guinée et des îles du Cap Vert

B240: History of Guinea and of the Cape Verde islands

Example 3

The record for the monograph Techniques de reboisement dans les zones sub-désertiques d'Afrique will also be reported to AGRIS.

B230: Techniques de reboisement dans les zones sub-désertiques d'Afrique

B240: Reforestation techniques in semi-arid areas of Africa

TRANSLATED TITLE - FRENCH	B250 TRTIFR

CHARACTERISTICS

Mandatory when the language of analysis is French and a French version of the title does not appear on the title page or cover of the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B250 serves to enter the French translation of the title of a documentary unit (field B230) when the documentary unit is written in a language other than French.

NOTE: The translated title entered in field B250 is one that either is supplied by the documentalist, is found in correspondence accompanying the documentary unit, or is taken from the preface or introduction. When a French version of the title appears on the title page or cover of the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B230.

****When a participating centre finds it necessary to distinguish between a translated titled supplied by the documentalist and one that is provided by the author (e.g., in an introduction or preface), the title supplied by the documentalist is entered within square brackets.****

Example

The title of the documentary unit is in Portuguese and the language of analysis is French.

B230: Cabo Verde: classes sociais, estrutura familiar, migrações

B250: Cap Vert: classes sociales, structure familiale, migrations

TRANSLATED TITLE - ARABIC	B260 TRTIAR

CHARACTERISTICS

Mandatory when the language of analysis is Arabic and an Arabic version of the title does not appear on the title page or cover of the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B260 serves to enter the Arabic translation of the title of a documentary unit (field B230) when the documentary unit is written in a language other than Arabic.

NOTE: The translated title entered in field B260 is one that either is supplied by the documentalist, is found in correspondence accompanying the documentary unit, or is taken from the preface or introduction. When an Arabic version of the title appears on the title page or cover of the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B230.

****When a participating centre finds it necessary to distinguish between a translated title supplied by the documentalist and one that is provided by the author (e.g., in an introduction or preface), the title supplied by the documentalist is entered within square brackets.****

TRANSLATED TITLE - SPANISH	B270 TRTISP

CHARACTERISTICS

Mandatory when the language of analysis is Spanish and a Spanish version of the title does not appear on the title page or cover of the documentary unit.

Not repeatable

Not subfielded

PURPOSE

Field B270 serves to enter the Spanish translation of the title of a documentary unit (field B230) when the documentary unit is written in a language other than Spanish.

NOTE: The translated title entered in field B270 is one that either is supplied by the documentalist, is found in correspondence accompanying the documentary unit, or is taken from the preface or introduction. When a Spanish version of the title appears on the title page or cover of the documentary unit, enter it in field B230 as a parallel title.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B230.

****When a participating centre finds it necessary to distinguish between a translated title supplied by the documentalist and one that is provided by the author (e.g., in an introduction or preface), the title supplied by the documentalist is entered within square brackets.****

Example

The title of the documentary unit is in Portuguese and the language of analysis is Spanish.

B230: Cabo Verde: classes sociais, estrutura familiar, migrações

B270: Cabo Verde: clases sociales, estructura familiar, migraciones

PERSONAL AUTHOR - GENERIC DOCUMENT	B310 AUTGEN

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132 (level - generic document).

Repeatable

Not subfielded

PURPOSE

Field B310 is used to record the names of persons responsible for the intellectual content of the generic document from which the documentary unit has been extracted, i.e.,

- author(s), editor(s), compiler(s) of a monograph when the documentary unit is part of that monograph;
- author(s), editor(s), compiler(s) of a collection when the documentary unit is a monograph or a contribution belonging to that collection.

SELECTION

1. Do not repeat the name of a person already entered in field B210, personal author - documentary unit (Example 2).
2. Follow the guidelines for SELECTION of field B210, personal author - documentary unit.

Example 1

The documentary unit is a contribution by Michel Doo Kingue of the United Nations Development Programme entitled UNDP multi-donor approach to river and lake basin development in the Sahel. It is extracted from a book by C.L. Joyce, Towards U.S. policy on river basin development in the Sahel: proceedings.

B210: Doo Kingue, Michel

B310: Joyce, C.L.

Example 2

The documentary unit entitled Sénégal is a chapter from the book Coopératives ou autogestion: Sénégal, Cuba, Tunisie. The author in both cases is G. Gagnon.

B210: Gagnon, G.

No entry in field B310.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B210 (personal author - documentary unit).

INSTITUTION - GENERIC DOCUMENT	B320 INSTG

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132 (level - generic document).

Repeatable

Subfielded

SUBFIELDS

B321	INSTITUTION GD - NAME	INSGNA
B322	INSTITUTION GD - CITY	INSGCI
B323	INSTITUTION GD - COUNTRY CODE	INSGCC
B324	INSTITUTION GD - AUTHORITY CODE	INSGAC
B325	INSTITUTION GD - SUB-BODY	INSGSB

PURPOSE

Field B320 is used ONLY for institution(s) that can be identified as corporate author(s) of the monograph or collection from which the documentary unit has been extracted.

NOTE: Field B320 is NOT used for institutions whose relationship to the monograph or collection is other than corporate authorship.

SELECTION

1. Do not select an institution that has already been entered in field B220 (institution - documentary unit).

2. Select corporate authors associated with the generic document. A corporate author is an institution that bears some responsibility for the intellectual content of the documentary unit.

Example 1

A contribution entitled Remarks on Tanzania's initiatives in rural development by M. Lukumbuzya is part of a monograph entitled Rural development in Africa: priorities, problems and prospects by the University of Ottawa.

Institution selected for field B320: University of Ottawa.

Example 2

The documentary unit is a monograph entitled Global strategy and plan of action, first phase, 1980-1983, which is part of an 11-volume collection prepared by the Economic Commission for Africa entitled United Nations Transport and Communications Decade for Africa, 1978-1988.

Institution selected for field B220: ECA.

No entry in field B320.

Example 3

The documentary unit is International cooperative information systems, a paper by John Woolston of the International Development Research Centre. It is extracted from the report of a seminar, which was sponsored by IDRC.

Institution selected for field B220: IDRC.

No entry in field B320.

DATA ENTRY

Follow the guidelines for DATA ENTRY in field B220 (institution - documentary unit).

TITLE OF GENERIC DOCUMENT (M/C)	B330 TITLEG

CHARACTERISTICS

Mandatory when M or C is circled in subfield A132 (level - generic document).

Not repeatable

Not subfielded

PURPOSE

Field B330 serves to record the title of the monograph or collection from which the documentary unit has been extracted.

NOTE: When the documentary unit has been extracted from a serial, the title of the serial is not recorded in field B330 but in field B410 (title of serial).

SELECTION

Select ONE title to be entered in field B330. Include subtitles only when they are required to make the title meaningful (Example 2).

1. Select the title by which the monograph or collection is most likely to be cited; this will usually be the most prominent title on the title page.

2. When the monograph or collection has no title page, select the cover title, spine title, or title as cited in the introductory material.

3. In rare cases, when no title appears on the monograph or collection, supply a title in the language of analysis. When this is done, "Title of generic document supplied" is recorded in field B820 (ancillary data).

4. When the monograph or collection has several language versions of the same title, select as title of generic document, in order of preference, the language version of the title that corresponds to the:

   - language of analysis;
   - language of text;
   - first title appearing on the generic document.

DATA ENTRY

Follow guidelines for DATA ENTRY in field B230 (title - documentary unit).

Example 1

A worksheet is being completed for Mesure de la migration, 1969-1973, volume 3 of the four-volume collection Les migrations voltaïques.

B230: Mesure de la migration, 1969-1973

B330: Les migrations voltaïques

Example 2

A worksheet is being completed for the chapter Economic planning in the People's Republic of China: central-provincial fiscal relations, published in the monograph China: a reassessment of the economy.

B230: Economic planning in the People's Republic of China: central-provincial fiscal relations

B330: China: a reassessment of the economy

Example 3

A worksheet is being completed for a chapter entitled Vrouwen op Java (written in Dutch), from the monograph Vrouw in zicht: naar een feministische antropologie. The language of analysis is English.

B230: Vrouwen op Java

B330: Vrouw in zicht: naar een feministische antropologie

NOTE: The title of the documentary unit is translated into English and is recorded in field B240.

B240: Women in Java

VOLUME/PART NUMBER - COLLECTION	B340 VOLCO

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B340 serves to record the volume or part number of the title recorded in field B330 (title of generic document), when the documentary unit is a monograph that is part of a collection.

DATA ENTRY

1. Convert Roman numerals to Arabic.
2. Enter the volume or part number in the language of analysis, using the following abbreviations:

volume, volumen	v.
number, numéro, número	no.

3. Do not enter a space after a hyphen, period, or a number.

Example 1

The documentary unit is the monograph The Caribbean and issues of communication and development, which is volume 3 of the collection Latin American prospects for the '80s.

B230: The Caribbean and issues of communication and development

B330: Latin American prospects for the '80s

B340: v.3

Example 2

The documentary unit is the monograph Planning model and macroeconomic policy issues, which is part of the collection Essays on the Korean economy. It is also number 26 in the monographic series Studies on Economic Planning.

B230: Planning model and macroeconomic policy issues

B330: Essays on the Korean economy

B340: v.1

B410: Studies on Economic Planning

B420: no.26

TITLE OF SERIAL	B410 TITLES

CHARACTERISTICS

Mandatory when S is circled in subfield A132 (level - generic document).

Not repeatable

Not subfielded

PURPOSE

Field B410 serves to record the title of the serial of which the documentary unit is a part, e.g.,

- the title of a periodical, annual report, yearbook, or newspaper from which an article has been extracted;
- the title of a monographic series of which an individual book, report, etc. is a part.

DEFINITIONS

Serial

A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format. Serials include periodicals, newspapers, annual reports, yearbooks, and monographic series.

Periodical

A serial issued at regular intervals, at least annually, where each issue contains separate articles, contributions, etc.

Examples

Unesco Bulletin for Libraries

Reflets et Perspectives de la Vie Economique

Economist

Boletín de la Educación Radiofónica Latinoamericana

Solid State Physics

Canadian Statistical Review

Monographic series

A group of separate items issued in succession and related to one another in that each bears, in addition to its own title, a common title applying to the group as a whole. Each issue in a monographic series has its own separate pagination. A monographic series differs from a collection in that it is intended to continue indefinitely.

Examples

Samaru Research Paper

Etudes sur les Sciences d'Apprentissage

Experiencias e Innovaciones en Educación

Library Publication - Pakistan Institute of Development Economics

SELECTION

****It is recommended that all participating centres use a serials authority file, either their own or that of the coordinating centre.****

1. Select ONE serial title to be entered in field B410.

2. Select the key-title that corresponds to key-title in the ISDS Bulletin (14) or the serials authority file.

3. When the title is not listed in the ISDS Bulletin or an authority file, select the title that appears on the title page. When there is no title on the title page, select the title from the cover, spine, or one cited in introductory material.

   When the same title appears in several different languages, select, in order of preference, the language version of the title corresponding to the:

   - language of analysis;
   - language of text;
   - first title appearing on the item.

4. Reprints

   When the documentary unit is part of a reprint series, select the data relating to the issue in hand. Information pertaining to the original publication may be recorded as a note in field B820 (ancillary data).

   Example 1

   An article originally published in the Proceedings of the Royal Society of London is later issued, with new paging, as part of the monographic series, Ford Foundation Reprint.

   B410: Ford Foundation Reprint

   B820: Originally published in Proceedings of the Royal Society of London. Series B, v.195, 1976, p.187-198

---

(14) ISDS Bulletin. Paris, ISDS International Centre, v.1, 1974-

EXCEPTION: In some cases, the reprint retains the pagination and physical layout of the original publication, the only difference being it is issued a second time by a different organization. In this case, the reprint is considered as a reproduction (such as a photocopy) and the data pertaining to the original is entered in field B410.

The fact that the original was subsequently reissued as part of a reprint series may be recorded as a note in field B820 (ancillary data).

Example 2

An article was originally published on pages 85-96 in the journal Developing Economies. It is later reprinted as number 96 in the Reprint Series of the Department of Economics of the University of Windsor, without any change in pagination.

B410: Developing Economies

B641: p.85-96

B820: Reprinted in Reprint Series - University of Windsor. Department of Economics, no.96

5. Documentary unit belonging to two or more different monographic series

Select the series title that is most prominent. If no title has been given prominence, select the series title that appears first.

The fact that the documentary unit is part of additional monographic series may be stated in a note in field B820 (ancillary data).

6. Supplements

When the documentary unit is part of a supplement to a serial and the supplement is itself a serial with its own distinctive title, select the title of the supplement to be recorded in field B410.

Example

Parent publication: Main Economic Indicators

Supplement: Industrial Production

B410: Industrial Production

When the supplement does not have a distinctive title, select the parent title, followed by a period and space and the word "Supplement".

Examples

Canadian Statistical Review. Weekly Supplement

Solid State Physics. Supplement

7. Serials published within a serial

When the documentary unit is part of a serial published within another serial and the "subseries" has a distinct title, select only the title of the "subseries".

Example 1

Parent publication: Libri

Insert published with parent publication: IFLA Communications

B410: IFLA Communications

Example 2

Parent publication: Actualités Scientifiques et Industrielles

Subseries: Chimie des Substances Naturelles

B410: Chimie des Substances Naturelles

DATA ENTRY

1. Title is found in ISDS Bulletin or serials authority file

Enter the key-title as found in the ISDS Bulletin or in the serials authority file. Copy the punctuation and spacing, and capitalize the first letter of all significant words in the title.

Examples

South Pacific Bulletin

Industrial Production

Revue Tunisienne des Sciences Sociales

Chimie des Substances Naturelles

Desarrollo Internacional

Circular - Estación Experimental de Tucumán

Solid State Physics. Supplement

2. Title is NOT found in ISDS Bulletin or serials authority file

2.1 Enter the title as it appears on the title page. Omit an article if it appears as the first word, and capitalize each significant word.

EXCEPTION: When the article forms part of a name, (e.g., Los Angeles), it is included.

Examples

Notas Bibliotecológicas

Revista de la CEPAL

Economist

Los Angeles Medical Society Bulletin

Unesco Bulletin for Libraries

IEEE Transactions

ALA Bulletin

4 Corners Power Review

Journal of Polymer Science. Part A. General Papers

Bulletin Signalétique. Section 101. Information Scientifique et Technique

Canadian Statistical Review

2.2 If the title is a generic word or phrase, not significant in itself, follow it with the name of the issuing body according to the format below:

Format 1: General
-------- -------

Generic phrase - Issuing body

Examples

Informe de Labores - Oficina del Café

Economic Report - Somali National Bank

Format 2: Issuing body is a subordinate entity

Generic phrase - Parent institution. Subordinate entity

NOTE: This is a deviation from the ISDS guidelines, which state that generic titles are followed by the name of the issuing body as it appears on the serial and not in the order of hierarchy. However, because the order of appearance of the parent institution and the subordinate entities may not be consistent on every issue of the serial, the hierarchical order is recommended.

Examples

Bulletin de Liaison - OCDE. Centre de Développement

Index Spéciaux - FAO. Centre de Documentation

Bulletin - University of London. Institute of Education

Examples of data entry for documentary units that are parts of serial publications

Example 1

The documentary unit is an article, China's energy prospects: a tentative appraisal, from a periodical, Pacific Affairs.

B230: China's energy prospects: a tentative appraisal

B410: Pacific Affairs

Example 2

The report Development as a smokescreen: the worth of a United Nations project is number 21 in the monographic series, Working Papers, issued by McGill University's Centre for Developing-Area Studies.

B230: Development as a smokescreen: the worth of a United Nations project

B410: Working Papers - McGill University. Centre for Developing-Area Studies

Example 3

The documentary unit is an excerpt, Résolutions adoptées à l'Assemblée Annuelle du SUCO, 1978, from the Rapport Annuel du SUCO.

B230: Résolutions adoptées à l'Assemblée Annuelle du SUCO, 1978

B410: Rapport Annuel du SUCO

Example 4

The documentary unit is an article, Freedom of the press in Asia, published in the New York Times.

B230: Freedom of the press in Asia

B410: New York Times

Example 5

The documentary unit is an article, Libye: le pouvoir du peuple, from l'Année Politique Africaine.

B230: Libye: le pouvoir du peuple

B410: Année Politique Africaine

VOLUME AND PART NUMBER - SERIAL	B420 VOLSER

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B420 serves to record the volume and issue or part number of a particular issue of a serial publication whose title has been entered in field B410 (title of serial).

DATA ENTRY

1. Convert Roman numerals to Arabic.
2. Enter the volume and part number in the language of analysis, using the following abbreviations:

volume, volumen	v.
number, numéro, número	no.
supplement, supplément	suppl.
suplemento	supl.

3. Do not enter a space after a hyphen, period, or a number.
4. When both a volume and issue number are used, follow the volume number by the issue number in parentheses (Examples 1 and 2).

Example 1

The documentary unit is an article from the periodical Canadian Geographer, volume 13, number 3, 1977.

B410: Canadian Geographer

B420: v.13(3)

Example 2

The documentary unit is volume V, part 1 of Economia e Finanças.

B410: Economia e Finanças

B420: v.5(1)

Example 3

The documentary unit is issue 10 in the Current Report of the Australian Institute of International Affairs.

B410: Current Report - Australian Institute of International Affairs

B420: no.10

Example 4

The documentary unit is number 19-20 in the series Cahiers Africains d'Administration Publique.

B410: Cahiers Africains d'Administration Publique

B420: no.19-20

Example 5

The documentary unit is a multivolume collection, Approaches to planning and design of health care facilities in developing areas. The individual volumes in this collection are numbered 29, 37, and 45 in the monographic series WHO Offset Publication.

B230: Approaches to planning and design of health care facilities in developing areas

B410: WHO Offset Publication

B420: no.29,37,45

ISSN	B430 ISSN

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B430 serves to enter the International Standard Serial Number (ISSN), which uniquely identifies a serial title.

DEFINITION

The ISSN is a code for the identification of a serial publication and consists of an eight-character code divided into two groups of four characters separated by a hyphen. ISSNs are assigned by national or regional centres of the International Serials Data System (ISDS).

Examples

0046-9963

0072-193X

DATA ENTRY

Enter the ISSN that corresponds to the serial title entered in field B410 (title of serial).

Example

The ISSN of the serial title Notes Africaines is 0029-3954.

B410: Notes Africaines

B430: 0029-3954

LANGUAGES OF TEXT	B540 LANTEX

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B540 indicates the languages of the text of the documentary unit.

SELECTION

Do not enter languages in which only a summary or abstract of the text appears. Enter these languages in field B560 (languages of summaries).

Example

A documentary unit is written in French, with summaries in English and Spanish.

Select for B540: French

English and Spanish are entered in field B560 (languages of summaries).

DATA ENTRY

Enter the appropriate ISO language codes (Annex 3), in alphabetical order, separated by a comma and a space.

Examples

En

Fr, Nl

En, Es, Pt

LANGUAGES OF SUMMARIES	B560 LANSUM

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B560 indicates languages of any summaries or abstracts included in the documentary unit that are NOT in the language of the text.

DATA ENTRY

Enter the appropriate ISO language codes (Annex 3), in alphabetical order, separated by a comma and a space.

Example

A documentary unit is written in English with summaries in English, French, and Spanish.

B540 : En

B560 : Es, Fr

PUBLISHER	B610 PUBL

CHARACTERISTICS

Mandatory

Not repeatable ****May be defined as repeatable by a particular system****

Subfielded

SUBFIELDS

B611	PUBLISHER NAME	PUBNA
B612	PUBLISHER CITY	PUBCI
B613	PUBLISHER COUNTRY CODE	PUBCC

PURPOSE

Field B610 is used to record the name and location of the publisher or other organization or person responsible for the production and distribution of a nonserial publication.

SELECTION

1. General rules

   1.1 Select the principal publisher as indicated on the documentary unit, typographically or otherwise.

   1.2 When no principal publisher is indicated, enter the first-named publisher. When a second publisher is indicated, it may be recorded as a note in field B820 (ancillary data).

2. No publisher

2.1 When no publisher is indicated, enter the printer.

2.2 If no printer is indicated, select the institution in which the documentary unit was produced.

2.3 When no issuing body can be determined, field B610 is left blank. Enter a note describing the nature of the documentary unit, such as "Unpublished typescript", in field B820 (ancillary data).

3. Distributor different from publisher

When the distributor is different from the publisher, enter the data relating to the distributor in field B810 (availability).

Example

The documentary unit is published by Mouton but is distributed by Aldine.

B611: Mouton

B612: The Hague

B613: NL

B810: Aldine Publishing Co., 200 Saw Mill River Rd., Hawthorne, NY 10532 US

4. Reprints

When the documentary unit is a reprint issued by a publisher other than the original, enter data relating to the reprint publisher in field B610. Enter data relating to the original publisher and the original date of issue in field B820 (ancillary data).

NOTE: The country of origin entered in field A160 is the country in which the documentary unit was originally issued.

Example

The documentary unit was originally published by a division of US AID located in New Delhi and has been reprinted by AID R&D Distribution Center in the United States.

B611: AID R&D Distribution Center

B612: Ann Arbor, MI

B613: US

B820: Originally published by AID Food Resources and Regional Development Division, New Delhi, IN, in 1970

A160: IN

DATA ENTRY

PUBLISHER NAME B611

1. General rule

Enter the publisher name as it appears on document. Inessential words, such as Company, Limited, Incorporated, Industry, Publishers, and Sons, may be omitted or abbreviated.

Examples

Academic Press

Cambridge University Press

United Africa Press

George Allen

Allen and Unwin

Longmans Educational

Elsevier Scientific

Siglo XXI

Nijhoff

Imprimerie Artistique

Editions Maghrébines

Maison Tunisienne de l'Edition

Zambia Publishing Co.

East Africa Publishing House

Niogu Gitene

Fundação IBGE

Editorial Universitaria

Unesco

2. Acronyms

Use acronyms if the publisher name is entered as an institution in fields B220 or B320 or when the publisher is a well-known international organization.

3. Subordinate entities

When several levels of an organization appear as publisher, enter the levels of the hierarchy in the order in which they appear on the document.

Always include the name of the most specific part of the organization. Intermediate levels of the hierarchy may be omitted if they do not add to the identification of the publisher (Example 2).

Example 1

Publisher as it appears on the documentary unit:

Institute for Small-Scale Industries, University of the Philippines

B611: Institute for Small-Scale Industries, University of the Philippines

Example 2

Publisher as it appears on the documentary unit:

Lubrication Research Laboratory, Department of Mechanical Engineering, School of Engineering and Applied Science, Columbia University

B611: Lubrication Research Laboratory, Columbia University

PUBLISHER CITY B612

1. General rules

1.1 Enter the name of the city or town where the publisher is located.

1.2 When two cities are cited for the same publisher, enter only the first one.

1.3 Include terms such as "City", "Ciudad de", "DF" when appropriate.

Examples

México, DF

Washington, DC

Ciudad de Guatemala

Belize City

Singapore (NOTE: Singapore is entered in subfield B612, and the code SG in subfield B613.)

2. Qualifiers

2.1 Follow the city with a qualifier (e.g., state, province) when it is local practice to do so, e.g., in Australia, Canada, and the United States. Use the official abbreviation for the qualifier (Annex 5).

2.2 Separate the qualifier from the city by a comma and a space.

Examples

New York, NY

Portland, OR

Newcastle, NSW

Victoria, BC

3. Suburbs

3.1 Add the name of a city in which a suburb is located if the latter is not well-known.

3.2 Separate the city from the suburb by a comma and a space.

Examples

Diliman, Quezon City

Legon, Accra

PUBLISHER COUNTRY CODE B613

Enter the ISO country code (Annex 2) that corresponds to the city or town entered in subfield B612 (publisher city).

Examples

B612: San José
B613: CR

B612: Singapore
B613: SG

DATE OF IMPRINT/ISSUE - FREE FORM	B620 DATE

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B620 is used to enter the complete date of publication or issue of a documentary unit, i.e.,

- date of publication of a book, report, or nonserial collection;
- issue date of a serial (when the documentary unit is a contribution to a serial);
- date of submission of a thesis or dissertation;
- date of filing of an application for a patent.

SELECTION

1. General rule

Select the date of publication as found on the documentary unit. The date may be from other than the Gregorian calendar.

2. Copyright date

When the documentary unit bears both a copyright date and a date of publication, select the date of publication.

3. Editions

When the documentary unit is a second or subsequent edition, select the date of publication of the edition in hand.

4. Reprints

When the documentary unit is a reprint, select the date of reprinting. Enter the original date of publication as part of a reprint note in field B820 (ancillary data).

Example

An article is originally published in Convergence, v.11(3-4), 1978 on p.83-92. It is reissued in 1979 with new paging, as part of the Ford Foundation Reprint series. The Ford Foundation Reprint is the documentary unit in hand.

B620: 1979

5. No date

When no date of publication is specified, supply a probable date of publication by checking references, tables, etc. Select the latest date mentioned, and enter this date between parentheses.

6. Date spans

When a documentary unit is published over more than 1 year, select the beginning and end dates.

7. Date of documentary unit different from date of generic document

When a documentary unit has a date different from the generic document from which it is extracted, select the date of publication of the generic document.

Example

The documentary unit is an article dated December 1980 published in a journal dated 22 January 1981.

B620: 22 January 1981

DATA ENTRY

1. General rules

1.1 Standardize and abridge the date and enter it in one of the following formats, as applicable:

day month year

month year

year

1.2 Omit names of seasons.

1.3 Abbreviate the names of the months in the language of analysis (Annex 7). Do not include a period after the abbreviation.

1.4 Do not include a space before or after a hyphen.

1.5 Enter in parentheses dates that have been supplied.

Examples

Language of analysis: English

On document	B620
8 janvier 1977	8 Jan 1977
1-15 February 1976	1-15 Feb 1976
April/June 1977	Apr-Jun 1977
diciembre 1976 - enero 1977	Dec 1976-Jan 1977
1975 to 1976	1975-1976
Spring 1977	1977
no date	(1980) (parentheses indicate supplied date)

2. Ranges of dates

Enter ranges of dates as in the following examples:

1975-1976

26 May, 2 Jun 1977

19, 26 May; 2, 9 Jun 1977

11-14 Sep 1972

30 Aug-2 Sep 1971

29 Dec 1975-5 Jan 1976

29 Jul-2 Aug, 5-7 Aug 1970

3. Dates from Hijra calendar

****Systems using the names of the months from the Hijra calendar will be required to add the appropriate abbreviations to Annex 7.****

Examples

5 Ram 1385

Shw-Ram 1135

YEAR OF IMPRINT/ISSUE	B630 YEAR

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field B630 serves to record the year of imprint or issue, as opposed to the complete date recorded in field B620. It is used for retrieval purposes, to identify all items produced during, before, or after a specified year.

DATA ENTRY

1. Enter the four digits corresponding to the year recorded in field B620 (date of imprint/issue - free form).

2. When field B620 contains a range of dates, enter only the latest year in field B630.

Examples

B620: 30 Jul 1980
B630: 1980

B620: Mar 1981
B630: 1981

B620: 1982
B630: 1982

```
B620:  (1981)
B630:  1981

B620:  1979-1981
B630:  1981

B620:  29 Dec 1975-3 Jan 1976
B630:  1976

B620:  5 Ram 1385
B630:  1385
```

COLLATION	B640 COLLAT

CHARACTERISTICS

Essential

Not repeatable

Subfielded

SUBFIELDS

B641	PAGINATION/DESCRIPTION	PAGINA
B642	COLLATION NOTES	COLNOT

PURPOSE

Field B640 is used to describe the physical extent of the documentary unit, including pagination, number of physical pieces, duration of a film or sound recording, film or map size, and the presence of illustrative material.

PAGINATION/DESCRIPTION B641

SELECTION

1. General rule

Select the pagination or the number of physical pieces in the documentary unit according to the following guidelines:

EXTRACT FROM A SERIAL OR MONOGRAPH - the first and last pages

MONOGRAPH - the number of pages in the major sequence of numbered pages

COLLECTION - the number of physical pieces

NONPRINT MATERIAL - the number of physical pieces (Examples 9-12)

2. Monograph without major sequence of numbered pages

When the documentary unit is a monograph containing several sequences of numbered pages, convert the total number of pages to a single statement, e.g.,

100p. in various pagings

100p. en paginations diverses

100p. en paginación variada

3. Unpaged monograph

3.1 When the documentary unit is a monograph with unnumbered pages, count the number of pages and record this number in parentheses (Example 7).

3.2 When the number of pages in the monograph cannot be readily counted, record an approximate number of pages and precede the number by the abbreviation "ca." followed by a space (Example 8).

DATA ENTRY

Enter data as in the following examples. Use the standard abbreviations "p." and "v.". Do not enter a space after a hyphen or a number.

Example 1

A chapter in a book is on pages 19-83.

B641: p.19-83

Example 2

An article in a periodical is in two subsequent issues, on pages 1-13 in the first issue and pages 3-19 in the second issue.

B641: p.1-13; 3-19

Example 3

An article in one issue of a periodical is on pages 27-40, 44, and 46-57.

B641: p.27-40, 44, 46-57

Example 4

A monograph contains 194 pages.

B641: 194p.

Example 5

A multivolume work contains 6 volumes.

B641: 6v.

Example 6

A monograph contains various sequences of pages numbered as follows: A1-A26, B1-B39, C1-C36.

B641: 101p. in various pagings

Example 7

A monograph contains 86 unnumbered pages.

B641: (86p.)

Example 8

A monograph is unpaged and contains approximately 200 pages.

B641: ca. 200p.

Example 9: Maps

The documentary unit is a compilation of 15 maps.

B641: 15 maps

Example 10: Film

The documentary unit is a 16 mm film.

B641: 1 film

Example 11: Sound cassette

The documentary unit is a single sound cassette.

B641: 1 sound cassette

Example 12: Machine-readable data files

The documentary unit comprises three machine-readable files.

B641: 3 machine-readable data files

COLLATION NOTES B642

DATA ENTRY

1. Enter in subfield B642 notes on illustrative matter, film size and duration, map size and scale, duration of sound recording, etc.

2. Use abbreviations in the language of analysis.

Examples

Printed material

ill., maps, tables

graphs, 500 ref.

ref. p.75-79

ill., ref.

Film

16 mm, 64 min.

Sound recording

60 min.

Map

40 x 60 cm, scale 1:50.000

REPORT NUMBER OR SYMBOL	B650 REPORT

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field B650 serves to record report numbers that identify a documentary unit. It is also used to record symbols found on official United Nations documents.

DEFINITION

NOTES: 1. Report numbers are found in a wide variety of published and unpublished literature and are not limited to items called reports.

2. The following definition also applies to what is known as a symbol in United Nations terminology.

A report number is a combination of letters and numbers that serves to identify a documentary unit and is usually located prominently on the title page or cover, in the upper right- or lower left-hand corner. Report numbers are sometimes referred to as document numbers. They should not be confused with the following:

- monographic series statements, which are not so cryptic as report numbers and do not usually contain unabbreviated words;

- contract or grant numbers, which are usually identified as such;

- sales numbers, which are generally on a back page or the back cover;
- job numbers, which are found on the lower left-hand corner of the title page of United Nations printed material.

SELECTION

1. Select a MAXIMUM OF THREE report numbers to be entered in field B650.
2. A string of initials or acronyms that does not contain a number is not a report number.

Example

NRD/WR/Unesco/WHO/ECA is not entered in field B650 as a report number.

DATA ENTRY

1. Enter each report number exactly as it appears on the documentary unit, including all punctuation and spaces.
2. Ignore such words as "Provisional", "Final", etc. at the beginning of a report number.

Example

Report number as it appears on the documentary unit:

Provisional ST/CS/SER.F/309

B650: ST/CS/SER.F/309

Examples of report numbers

SC.74/WS/20

UNIDO/LIB/SER.D/21

SAHEL D(78) 24

DT 210./Rev.3

TD/B/C.2/158/Supp.1

CDCC/CIS/80/2

ISBN	B660 ISBN

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B660 serves to record the International Standard Book Number (ISBN) of a documentary unit.

DEFINITION

The ISBN is a 10-character code that is unique to the title, or edition of a title, to which it is assigned.

ISBNs are usually assigned by the national library of a country and are generally found on a document with the publisher information.

Examples

ISBN 0 571 08989 5

ISBN 2-225-28-765

SELECTION

When several ISBNs appear, relating to different editions of the same document, select the ISBN corresponding to the edition in hand.

Example

The documentary unit is simultaneously published by North Holland and American Elsevier. Two ISBNs are provided:

ISBN (North Holland) 0-7204-2831-9

ISBN (American Elsevier) 0-444-10848-3

The edition in hand is the North Holland edition.

B660: 0-7204-2831-9

DATA ENTRY
---

1. Enter the numerical portion of the ISBN in field B660.
2. Separate the four numerical portions of the ISBN by hyphens.

Example

ISBN as shown on the documentary unit:

ISBN 0 571 08989 5

B660: 0-571-08989-5

EDITION	B670 EDITN

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B670 is used to record the edition number or statement relating to a second or subsequent edition of a monograph or collection. It is also used to indicate a draft or preliminary version.

DEFINITION

An edition refers to all copies of an item produced from the same type image or from one master copy and which are produced by a particular publisher or other issuing body.

DATA ENTRY

Enter the edition statement in the language of analysis. Use the following abbreviations and the abbreviations for ordinal numbers found in Annex 6. When the edition statement begins with a word or abbreviation, capitalize the first letter of the word or abbreviation.

abbreviated	abbr.
abrégée, abreviada	abr.
aumentada	aum.
borrador	borr.

corrected, corrigée, corregida	corr.
edition, édition, edición	ed., éd.
enlarged	enl.
revised, revue, revisada, révisée	rev.
version préliminaire, versión preliminar	v. prél., v. prel.

Examples

English:	2d ed.
	3d rev. ed.
	4th ed. rev. and enl.
	Draft
French:	2e éd.
	3e éd. rev. et corr.
	V. prél.
Spanish:	2a ed.
	3a ed. aum. y corr.
	V. prel.

MEETING, CONFERENCE, ETC.	B710 MEET

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B711	MEETING NAME AND NUMBER	MEETNA
B712	MEETING CITY	MEETCI
B713	MEETING COUNTRY CODE	MEETCC
B714	MEETING DATE	MEETDA

PURPOSE

Field B710 is used to enter the name, number, city, country, and date pertaining to a meeting, conference, workshop, symposium, course, seminar, etc. associated with the documentary unit. The documentary unit may be a:

- report of proceedings;
- summary of papers presented;
- selection of papers presented;
- paper prepared for a meeting.

A meeting may be referred to either by a specific appellation or by a general description. The information relating to it is found on the title page or cover or in the introductory material of the documentary unit.

Examples

From title page:

Report of the Commonwealth Conference on Non-Formal Education for Development, New Delhi, 22 January-2 February 1979

From preface:

Conference held in Bangkok on 8th June 1979 on waste disposal and resources recovery

From preface:

Conférence internationale "Centres de documentation et d'information touchant le développement", qui se déroula à Paris du 3 au 7 novembre 1969

SELECTION
----

1. Select one meeting statement for each different meeting associated with the documentary unit.

   EXCEPTION: When the same meeting is held in several different cities, make a separate entry for each one (Example 2).

2. When several versions of the same meeting statement appear on the documentary unit in the same language, select the statement that is most complete and appears to be the "official form".

3. When several language versions of the "official" meeting statement are present, select the version that corresponds to the language of analysis.

Example 1 : Meeting held in one city

B711: Conference on Waste Disposal and Resources Recovery

B712: Bangkok

B713: TH

B714: 8-10 Jun 1979

Example 2 : Meeting held in two cities

1st entry

B711: Seminar on Machine Tools for Latin American Countries

B712: Buenos Aires

B713: AR

B714: 16-20 Oct 1972

2d entry

B711: Seminar on Machine Tools for Latin American Countries

B712: São Paulo

B713: BR

B714: 21-27 Oct 1972

DATA ENTRY

MEETING NAME AND NUMBER B711

1. Enter the meeting name and, if applicable, the number, in subfield B711.

2. Capitalize the first letter of all significant words.

3. Omit words at the beginning of a meeting name that indicate its frequency, e.g., Annual, Bienniel.

4. For numbered meetings, follow the meeting name with a comma and space and the ordinal number denoting the number. Use the abbreviations for ordinal numbers found in Annex 6.

5. Consider a session of a committee to be a meeting number and enter it as such.

Examples

Commonwealth Conference on Non-Formal Education for Development

FID International Congress

All Pakistan Economic Conference, 16th

Congrès International de la Population, 3e

Seminario sobre "Modernización Universitaria", 2o

Joint FAO/IAEA/WHO Expert Committee on the Wholesomeness of Irradiated Food, 2d Session

Joint Conference of African Planners, Statisticians, and Demographers, 1st Session

MEETING CITY B712

1. Enter the city or town in which the meeting was held in subfield B712.

   Include such terms as "City", "Ciudad de", "DF" when appropriate.

Examples

México, DF

Washington, DC

Ciudad de Guatemala

Belize City

Singapore (NOTE: Singapore is entered in subfield B712, and the code SG in subfield B713.)

2. Language

NOTE: The following recommendations on choice of language of city name facilitate the generation of indexes and retrieval by city name.

2.1 Enter the name of the city in the official language of the country in which it is located. (The official languages of countries can be found in the Europa Yearbook (15) and the official names of cities can be found in the Times Atlas (16)).

Examples

Roma	(Italian form of Rome)
Wien	(German form of Vienna)
München	(German form of Munich)
Praha	(Czech form of Prague)

2.2 When a country has more than one official language, enter, in order of preference, the version corresponding to:

- the language of the city;
- the official language of the system that is most appropriate for the user community.

---

(15) Europa yearbook: a world survey. London, Europa Publications. (Annual)

(16) Times atlas of the world: comprehensive edition. 6th ed. London, Times Books, 1980.

Example

Geneva is known officially as Genève (French), Gen
(German), Ginevra (Italian). French is the
predominant language of the city.

B712: Genève

3. Qualifiers

3.1 Follow the city with a qualifier (e.g., state, province)
when it is local practice to do so, e.g., in Australia,
Canada, and the United States. Use the official
abbreviation for the qualifier (Annex 5).

3.2 Separate the qualifier from the city by a comma and a
space.

Examples

Victoria, BC

Portland, OR

Newcastle, NSW

New York, NY

4. Suburbs

4.1 Add the name of a city in which a suburb is located if
the latter is not well-known.

4.2 Separate the city from the suburb by a comma and a space

Examples

Diliman, Quezon City

Legon, Accra

MEETING COUNTRY CODE B713

Enter in subfield B713 the ISO country code that corresponds to the city or town entered in subfield B712 (Annex 2).

Examples

B712: San José

B713: CR

B712: Singapore

B713: SG

MEETING DATE B714

1. Enter the date or inclusive dates on which the meeting was held in subfield B714, using the format in the examples below.
2. Enter the names of the months, in order of preference, in:
   - the language of the meeting name;
   - the language of analysis.
3. Capitalize and abbreviate the names of the months (Annex 7).

Examples

English

11-14 Sep 1972

30 Aug-2 Sep 1971

29 Dec 1975-5 Jan 1976

27 Sep-2 Oct, 24-26 Oct 1976

ACADEMIC DEGREE	B720 DEGREE

CHARACTERISTICS

Mandatory

Not repeatable

Not subfielded

PURPOSE

Field B720 is used to record the academic degree granted by an institution as a result of the presentation of the documentary unit in hand.

NOTE: The degree-granting institution is entered in field B220 (institution - documentary unit).

DATA ENTRY

1. Enter the degree or diploma as it appears on the documentary unit, abbreviating it when possible.
2. Do not enter spaces following periods.

Examples

Ph.D.	Lic.
M.A.	Doctorat 3e cycle
M.Sc.	Doctorat d'Etat
M.Ed.	Dr.Med.

PATENT	B730 PATENT

CHARACTERISTICS

Mandatory

Not repeatable

Subfielded

SUBFIELDS

B731	INTERNATIONAL PATENT CLASSIFICATION	IPC
B732	PATENT NUMBER	PATNUM
B733	PATENT COUNTRY CODE	PATCC

PURPOSE

Field B730 is used to record the International Patent Classification (IPC) number or any other patent number provided on the documentary unit and the country assigning the patent.

Complete information regarding patents may be found in AGRIS: Guidelines for Bibliographic Description (17), ICIREPAT Manual (18), and Information Transfer (19).

(17) See footnote 10, p. 40.
(18) World Intellectual Property Organization. ICIREPAT manual. 10th ed. Geneva, WIPO, 1979.
(19) International Organization for Standardization. Information transfer: handbook on international standards governing information transfer. Geneva, ISO, 1979. (ISO Standards Handbook 1)

DEFINITIONS

Patent

A patent is a searched and examined certificate document granted to an inventor (person or institution) before the product is made available to the public.

International Patent Classification

The IPC is the code assigned to a patent by a national property patent office.

DATA ENTRY

INTERNATIONAL PATENT CLASSIFICATION B731

1. Enter the IPC code as given on the documentary unit, preceded by the abbreviation "Int. Cl." and a space.

   Examples

   Int. Cl. G21d3/02

   Int. Cl. H01F 15/00

   Int. Cl. A01 C 7/04

2. If there is no International Patent Classification code and domestic or national code is available, enter it in subfield B731. Precede this code with the abbreviation "Nat. Cl." and a space.

   Example

   Nat. Cl. 208-120

3. Separate multiple codes by a semicolon and a space.

Examples

Int. Cl. H05K 7/00; H01L 1/14

Int. Cl. A47B 96/00; A478 1/00

PATENT NUMBER B732

1. Enter the patent number (also called the number of the patent document) as found on the documentary unit.

2. Enter only the first patent number appearing on the documentary unit.

Examples
---

14 A 5431/72

950.623

3492/68

MA-2072

128 718

T 922,001

70.13955

PATENT COUNTRY CODE B733

Enter the ISO country code (Annex 2) corresponding to the country granting the patent.

Examples of Data Entry for field B730

Example 1

The US patent no. 27208 is granted for vehicles traveling over land or water. No IPC appears on th documentary unit.

No entry in subfield B731.

B732: 27208

B733: US

Example 2

A West German patent is granted for rubber bearings IPCs are B 606 11/22 and F16F 1/38. The national classification number is 63c, 40, and the patent number is 1630303.

B731: Int. Cl. B 606 11/22; F16F 1/38

B732: 1630303

B733: DE

DEVELOPMENT PROJECT	B740 DEVPRO

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

B741	PROJECT NAME	PRONAM
B742	PROJECT NUMBER	PRONUM
B743	VALUE OF INVESTMENT	INVEST

PURPOSE

Field B740 is used when the documentary unit is

- an official project document, i.e., a project proposal, announcement, description, report, or evaluation; or
- an in-depth discussion of a particular project.

Field B740 serves to link different records pertaining to the same project, via the project name or number.

DATA ENTRY

PROJECT NAME B741

Enter the official name of the project as it is found on the documentary unit. Do not supply a name if one is not provided.

Examples

Project Impact

Solar Dynamics Project

PROJECT NUMBER B742
==========

Enter the project number exactly as it is found on the documentary unit.

****Because a project number may be cited in different documentary units using various forms of punctuation, e.g. sometimes with a slash between the elements and at other times with a dash, it is recommended that systems using th subfield for retrieval or for generating indexes impose puctuation rules for consistency in this field.****

Examples

FAO/SIDA/MTR-12

RLA674/024

CHI-72-015

VALUE OF INVESTMENT B743
==========

1. Enter the total amount invested in the development project, specifying the currency used, according to the ISO codes fo the representation of currencies and funds (Annex 8).

2. Enter a period to separate thousands.

Examples

Ten thousand US dollars
B743: 10.000 USD

Ten thousand Australian dollars
B743: 10.000 AUD

Three hundred thousand Mozambique metical
B743: 300.000 MZM

Three hundred thousand Portuguese escudos
B743: 300.000 PTE

One million Ethiopian birr
B743: 1.000.000 ETB

One million Zambian kwacha
B743: 1.000.000 ZMK

Five hundred thousand CFA francs
B743: 500.000 XOF

AVAILABILITY	B810 AVAIL

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field B810 is used to record information on how to obtain copies of documentary units that are not available from the system either because the system does not offer a document delivery service or because access to a particular documentary unit has been restricted by the issuing agency. Such information may include the name of an institution from which the documentary unit can be obtained if different from the publisher; the medium in which the documentary unit is available if it differs from the original, i.e., photocopy, microfiche, etc.; its cost; or, if access is restricted, where to apply for permission to acquire the documentary unit.

DEFINITION

Restricted material

Material that cannot be made available to the general public without permission from the issuing body or an agency designated as the authorizing agency.

Such material is usually available for use by members of the issuing or sponsoring organization, but persons outside these groups require permission for use.

Included in this group are materials that are described as "for limited distribution", "confidential", "classified", "for internal use", etc.

DATA ENTRY

SYSTEM DOES NOT PROVIDE DOCUMENT DELIVERY

1. Institution

Enter the name or acronym of the institution, other than publisher, from which the documentary unit can be obtained, followed by the address and ISO country code (Annex 2).

2. Medium

Specify the medium in which the documentary unit is available, if different from the original.

3. Cost

Enter the cost of purchase or rent of the documentary unit and the ISO currency code (Annex 8).

Format

Institution name, address, country code; medium; cost

Examples

IDRC, Box 8500, Ottawa, Ont K1G 3H9, CA; 5 CAD

OCDE, Centre de Développement, 94 rue Chardon-Lagache, 75016 Paris, FR; microfiche; 10 FRF

Institut d'Economie Quantitative Ali Bach-Hamba, 2 rue Benghazi, Tunis, TN; photocopy; 10 TND

SYSTEM REPORTS RESTRICTED MATERIAL

1. Enter the abbreviation "Restr." followed by the name or acronym and address of the institution responsible either for granting permission to use a documentary unit or for obtaining this permission on behalf of users.

2. If the coordinating centre acts on behalf of users, enter only the acronym of the coordinating centre (Example 3).

Format

Restr. Institution name, address, country code

Example 1

Permission to use the documentary unit is granted by the Bangladesh Institute of Development Studies, which is also the publisher.

B810: Restr.

Example 2

Permission to use a documentary unit published by the Canadian International Development Agency must be requested through the Canadian Department of External Affairs.

B810: Restr. Canada. Dept. of External Affairs, 125 Sussex Dr., Ottawa, Ont K1A 0G2, CA

Example 3

Permission to use a documentary unit is requested, on behalf of users, by the coordinating centre, which is the Information Systems Unit of the United Nations Department of International Economic and Social Affairs.

B810: Restr. ISU/UN-DIESA

ANCILLARY DATA	B820 ADATA

CHARACTERISTICS

Optional

Repeatable

Not subfielded

PURPOSE

Field B820 is used to record descriptive information that cannot be entered elsewhere in the record.

DATA ENTRY

1. General rules

1.1 Enter ancillary data in the language of analysis. Do not include end punctuation.

1.2 Precede second and subsequent occurrences of field B820 by the delimiter "##".

Example

The documentary unit is a photocopy of an English translation from Spanish.

B820: Translated from the Spanish ## Photocopy

2. Translation note

Record the original title or the language of the original and, if available, the name of the translator. The format of the translation note is determined by the amount of information available. Do not record this information if both language versions are to be entered in the system because they will be linked as related records in field A140 (related record).

Examples

Translation of La vie humaine by C. Powell

Translation of Donde no hay doctor

Translated from the French by F. Morgan

Translated from the Dutch

3. Note relating to original publication

Examples

Originally published under the title: Give us the tools

Originally published by Siglo XXI, México, DF, MX i 1970

Reprinted from Themes on Pacific lands by M.C.R. Edgell and B.H. Farrell, 1974, p.5-15

Originally published in Slavic Review, v.34(2), Dec 1975

4. Microform

When the documentary unit is a microform reproduction of an original, enter the type of microform and number of reels/fiches, followed by place, publisher name, and date of publication of the reproduction, if different from the information entered in fields B610 (publisher) and B620 (date of imprint/issue). Specify negative if film is white print on black background.

Example 1

The documentary unit is a thesis issued by the University of Alberta in 1972. It was reproduced on microfilm by the National Library of Canada in 1973.

B611: University of Alberta

B612: Edmonton, Alta

B613: CA

B620: 1972

B820: Microfilm (negative), 1 reel. Ottawa, Ont, CA, National Library, 1973

Example 2

The documentary unit was published in hard copy and on microfiche by National Technical Information Service in 1978.

B611: National Technical Information Service

B612: Springfield, VA

B613: US

B620: 1978

B820: Microfiche, 2 fiches

5. Other notes

Other types of notes that may be entered in field B820 include:

Photocopy

Unpublished typescript

Supplied title

Title of generic document supplied

****
* CONTENT ANALYSIS *
****

PRIMARY GEOGRAPHIC AREA	C100 PGEO

CHARACTERISTICS

Essential

Repeatable

Subfielded

SUBFIELDS

C101	PRIMARY GEOGRAPHIC CODE	PGEOCD
C102	FULL NAME (P) - ENGLISH	PNAMEN
C103	CORRESPONDING REGION (P) - ENGLISH	PREGEN
C104	FULL NAME (P) - FRENCH	PNAMFR
C105	CORRESPONDING REGION (P) - FRENCH	PREGFR
C106	FULL NAME (P) - SPANISH	PNAMSP
C107	CORRESPONDING REGION (P) - SPANISH	PREGSP
C108	FULL NAME (P) - ARABIC	PNAMAR
C109	CORRESPONDING REGION (P) - ARABIC	PREGAR

NOTE: Field C100 is structured to accommodate geographic codes and the full names of the corresponding countries or regions. Only the geographic code is entered on the worksheet, in subfield C101. When required, e.g., for certain printed outputs, the full names of the regions and countries are generated by the system. For the purposes of this manual, therefore, only subfield C101 is discussed.

PURPOSE

Field C100 is used to record one or more geographic codes representing countries and regions corresponding to the concepts expressed by the primary descriptors in field C210.

Primary geographic codes are used in various printed indexes as geographic subheadings under a main heading.

Both the primary geographic codes, and the secondary geographic codes entered in field C110, are used in the production of printed geographic indexes.

SELECTION

****It is recommended that a system specify a maximum number of primary geographic codes, according to its particular needs and to the type of indexes it generates.****

1. Select ONLY those countries or regions that are specifically mentioned in the documentary unit in relation to ALL the concepts identified by primary descriptors (field C210).

2. In cases when no country or region is discussed in connection with the primary descriptors, use XZ (global).

DATA ENTRY

Enter the primary geographic codes (Annex 2) in the appropriate space on the worksheet.

Example

A documentary unit describes rural cooperatives in Upper Volta and Mali.

C101: HV ML

SECONDARY GEOGRAPHIC AREA	C110 SGEO

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

C111	SECONDARY GEOGRAPHIC CODE	SGEOCD
C112	FULL NAME (S) - ENGLISH	SNAMEN
C113	CORRESPONDING REGION (S) - ENGLISH	SREGEN
C114	FULL NAME (S) - FRENCH	SNAMFR
C115	CORRESPONDING REGION (S) - FRENCH	SREGFR
C116	FULL NAME (S) - SPANISH	SNAMSP
C117	CORRESPONDING REGION (S) - SPANISH	SREGSP
C118	FULL NAME (S) - ARABIC	SNAMAR
C119	CORRESPONDING REGION (S) - ARABIC	SREGAR

NOTE: Field C110 is structured to accommodate geographic codes and the full names of the corresponding countries or regions. Only the geographic code is entered on the worksheet, in subfield C111. When required, e.g., for certain printed outputs, the full names of the regions and countries are generated by the system. For the purposes of this manual, therefore, only subfield C111 i discussed.

PURPOSE

Field C110 is used to record one or more geographic codes representing countries and regions discussed in the documentary unit BUT NOT ENTERED AS PRIMARY GEOGRAPHIC CODES IN FIELD C100.

All codes entered in fields C100 and C110 are used for the production of printed geographic indexes.

SELECTION

****It is recommended that a system specify a maximum number of secondary geographic codes, according to its particular needs and to the type of indexes it generates.****

Select countries and regions that are discussed in the documentary unit but NOT in relation to the concepts identified by primary descriptors (field C210).

DATA ENTRY

Enter the secondary geographic codes (Annex 2) in the appropriate space on the worksheet.

Example

A documentary unit discusses Nigerian tariff policy with respect to goods imported from Asia.

C101: NG

C111: XP

AGRIS SUBJECT CATEGORIES	C120 AGRCAT

CHARACTERISTICS

Essential when the record is to be reported to AGRIS.

Not repeatable

Not subfielded

PURPOSE

Field C120 is used to record AGRIS subject categories that define the scope of the documentary unit. The first category code entered determines the heading under which the record will be printed in Agrindex (20). Cross references will appear under the appropriate headings for the second and subsequent category codes.

SELECTION

For the list of AGRIS subject categories and guidelines for selection, see AGRIS: Classification Scheme (21). According to these guidelines, select ONE primary category and a MAXIMUM OF THREE secondary categories.

DATA ENTRY

Enter the primary subject category code in the first space on the worksheet, followed by the secondary category code(s) when applicable.

(20) Agrindex. Rome, FAO, v.1, 1975-
(21) Prince-Perciballi, Ingrid. AGRIS classification scheme. Rome, AGRIS Coordinating Centre, FAO, 1979. (FAO-AGRIS-3-Rev.3)

DEVSIS PURPOSE CODE	C130 DEVPUR

CHARACTERISTICS

Essential when the record is to be reported to DEVSIS.

Not repeatable

Not subfielded

PURPOSE

Field C130 is used to record a three-character code indicating the main purpose for which the documentary unit has been prepared, within the context of the development mission.

The DEVSIS purpose code determines the heading under which a record appears in the main bibliographic index of a printed Devindex.

SELECTION

Select, from the list of DEVSIS purpose codes below, the ONE code that most closely reflects the purpose for which the documentary unit was prepared.

DATA ENTRY

Enter the three-character code in the appropriate space on the worksheet.

DEVSIS PURPOSE CODES

Source: DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1976, 181-185. (IDRC-065e)

A00 FACTS, TRENDS, AND ANALYSES

A10 Basic information and data: national and international

Statements of factual information and data relating to existing economic and social conditions and phenomena (including resources, production, consumption, distribution, trade, and other transactions) for the entire world, for regions of the world, or for particular whole countries.

A15 Basic information and data: subnational

Statements of factual information and data relating to existing economic and social conditions and phenomena (including resources, production, consumption, distribution, trade, and other transactions) for particular localities or subareas within a country or countries.

A20 Extrapolations and forecasts: national and international

Extrapolations of economic and social conditions and phenomena (incuding resources, production, consumption, distribution, trade, and other transactions) carried out with the purpose of forecasting future situations - for the entire world, for regions of the world, or for particular whole countries.

A25 Extrapolations and forecasts: subnational

Extrapolations of economic and social conditions and phenomena (including resources, production, consumption, distribution, trade, and other transactions) carried out with the purpose of forecasting future situations - for particular localities or subareas within a country or countries.

A30 Existing situations: international and national

Descriptions and analyses of existing economic, social, political, and regulative (legislative) situations carried out with the purpose of identifying causes of underdevelopment and factors favouring development in the entire world, regions of the world, or particular whole countries. (If, however, the description or analysis leads to significant recommendations for decision-making, use B10.)

A35 Existing situations: subnational

Descriptions and analyses of existing economic, social, political, and regulative (legislative) situations carried out with the purpose of identifying causes of underdevelopment and factors favouring development in particular localities or subareas within a country or countries. (If, however, the description or analysis leads to significant recommendations for decision-making, use B15.)

B00 PRESCRIPTIONS FOR DECISION-MAKING

B10 Prescriptions for development policy or action: international and national

Statements and studies produced with the purpose of recommending new policies or programmes to foster economic and social development in the entire world, in regions of the world, or in particular whole countries. (If the recommendations relate specifically to the work of an official body, they may constitute a statement of that body's policy or a commentary on it. In this case, use C10 or C15.)

B15 Prescriptions for development policy or action: subnational

Statements and studies produced with the purpose of recommending new policies or programmes to foster economic and social development in particular localities or subareas within a country or countries. (If the recommendations relate specifically to the work of an official body, they may constitute a statement of that body's policy or a commentary on it. In this case, use C10 or C15.)

C00 OFFICIAL POLICIES, PLANS, PROGRAMMES, ARRANGEMENTS

C10 Official statements of development policy

Documents issued by or on behalf of organizations: international, regional, national, and local, such as governments, banks, funding and investment agencies, and political parties, defining or explaining their policies in relation to the pursuit of development goals. Overall general descriptions by such organizations of their present and future activities. (For retrospective reviews, such as annual reports, use D50.)

C15 Commentaries on official policies and activities

Commentaries on the policies and overall activities of organizations: international, regional, national, and local, such as governments, banks, funding and investment agencies, and political parties. (If the commentary was issued by or on behalf of the organization itself, use C10.)

C20 Development plans

Official plans, papers on plans, and statements issued by organizations: international, regional, national, and local, such as governments, banks, funding and investment agencies, and political parties detailing their development plans, programmes, resource allocations, budgets, time targets, etc.

C25 Commentaries on development plans

Commentaries on the official plans issued by organizations: international, regional, national, and local, such as governments, banks, funding and investment agencies, and political parties. (If the commentary was issued by or on behalf of the organization itself, use C20.)

C30 Legal, financial, and administrative arrangements: international

Official documents relating to coordination and cooperation in development activities, establishing or involving international or regional institutions, or linking parties in different countries: treaties, agreements, institutional and contractual arrangements.

C35 Commentaries on international arrangements: legal, financial, and administrative

Commentaries on international arrangements relating to coordination and cooperation in development activities: legal, financial, and administrative aspects.

C40 Legal, financial, and administrative arrangements: national and subnational

Official documents relating to coordination and cooperation in development activities, establishing or involving national or local institutions within single countries: legislation, agreements, institutional and contractual arrangements.

C45 Commentaries on national arrangements: legal, financial, and administrative

Commentaries on national and local arrangements relating to coordination and cooperation in development activities: legal, financial, and administrative aspects.

D00 DEVELOPMENT ACTION: OPERATIONAL EXPERIENCE

D10 Studies for particular projects

Studies (including feasibility studies and market surveys) related to the economic and social aspects of specific projects and the evaluation of the proposals, i.e., project appraisals.

D20 Development resources (particular projects)

Studies identifying resources for a specific development project and methods used in raising the resources. (For more general resource studies, use F30 or F40.)

D30 Announcements and descriptions of new projects

News releases, announcements, and descriptions of development projects that have been approved and are to be undertaken. (For operational experience, use D40 or D50.)

D40 Operational experience (particular projects)

Descriptions and progress reports of particular development projects: reviews and evaluations of the experience itself, including managerial, financial, legislative, administrative, and contractual aspects: coordination and control experiences. (For impact studies, use E10 or E20; for evaluations in terms of economic and social effects, use E30.)

D50 Operational experience (general)

General review and evaluative papers on experiences in implementing development projects and programmes, including managerial, financial, legislative, and administrative aspects; coordination and control experiences. Retrospective reviews, such as annual reports, of the activities of organizations involved in development actions.

E00 CONSEQUENCES AND EVALUATION

E10 Impact: international and national

Analytical studies and interpretations, commentaries, reviews, and evaluations of the economic and social impact of development policies, plans, programmes, and projects in the entire world, in regions of the world, or in particular whole countries.

E20 Impact: subnational

Analytical studies and interpretations, commentaries, reviews, and evaluations of the economic and social impact of development policies, plans, programmes, and projects for particular localities or subareas within a country.

E30 Evaluations

Evaluative reports of specific development strategies (including legislative measures), programmes, and projects from the point of view or on the basis of the results achieved. (For evaluations of operational experience, use D30 or D40.)

F00 RESOURCES AND TOOLS FOR DEVELOPMENT

F10 Research

Descriptions and surveys of research capacities and research personnel for development purposes; descriptions of policies, programmes, and activities (including annual reports) of development research institutes; directories of research institutes and personnel; bibliographies of research publications too broad to be placed in a more specific category.

F20 Information

Descriptions and surveys of information systems and services designed to support development activities; directories of such systems and services; glossaries and other terminological aids.

F30 Resources (human, financial, and material): international and national

Descriptions and surveys of the resources available for development actions in the entire world, regions of the world, or particular whole countries; directories of such resources. (For resource studies related to a particular project, use D20.)

F40 Resources (human, financial, and material): subnational

Descriptions and surveys of the resources available for development actions in particular localities or subareas within a country; directories of such resources. (For resource studies related to a particular project, use D20.)

F50 Models, methodologies, techniques, and tools

Descriptive and evaluative accounts of techniques and tools (e.g., economic and social indicators, econometric models, methodologies and computer programmes) useful in economic and social forecasting, development policymaking and planning, project appraisal, project management, and programme evaluation.

MAIN CATEGORY CODE - LOCAL	C140 MAINLO

CHARACTERISTICS

Essential if required by the system to produce the main bibliographic index.

Not repeatable

Not subfielded

PURPOSE

A particular system may define broad categories to group records in its printed bibliographic index. These include subject categories (e.g., Macrothesaurus (22) descriptor groups), purpose categories, etc. and are recorded in field C140. The PADIS-DEV purpose codes, used to generate the main bibliographic index in Devindex-Africa (23), are examples of local main category codes.

SELECTION

For each documentary unit, select ONE code from the list established by the system.

DATA ENTRY

Enter the code in the appropriate space on the worksheet.

---

(22) See footnote 4, p. 7.
(23) Devindex Africa: index to the literature on economic and social development in Africa. Addis Ababa, United Nations Economic Commission for Africa, 1980-

DEVSIS SECTORAL CODES	C150 DEVSEC

CHARACTERISTICS

Mandatory when the record is to be reported to DEVSIS.

Not repeatable

Not subfielded

PURPOSE

Field C150 is used to record up to three sectoral codes for a record flagged as input to the DEVSIS system. These codes represent the main sectors of socioeconomic development planning. Sectoral codes may be used to limit document retrieval to a specific sector, to produce specialized bibliographies, etc.

SELECTION

1. Select a MAXIMUM OF THREE codes from the DEVSIS sectoral classification below.
2. Do not select a sectoral code when the documentary unit deals with socioeconomic development in general.

DATA ENTRY

Enter code(s) in the appropriate space on the worksheet.

DEVSIS SECTORAL CLASSIFICATION

Source: DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1976, 63. (IDRC-065e)

010 AGRICULTURE, FORESTRY, FISHERIES: RURAL DEVELOPMENT

020 COMMUNICATIONS, COMPUTERS, AND INFORMATION SYSTEMS

030 EDUCATION AND TRAINING

040 ENERGY

050 HANDICRAFTS AND COTTAGE INDUSTRIES

060 INDUSTRY (excluding handicrafts and cottage industries)

070 LABOUR, MANAGEMENT, AND EMPLOYMENT

080 LAW AND REGULATION

090 MINERALS, MINING, AND WATER RESOURCES (for coal, oil, natural gas, use ENERGY)

100 POPULATION

110 PUBLIC HEALTH

120 PUBLIC ADMINISTRATION, SOCIAL WELFARE

130 SCIENCE AND TECHNOLOGY

140 TOURISM

150 TRANSPORT

160 URBAN DEVELOPMENT

SECTORAL CODES - LOCAL	C160 SECLO

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C160 serves to record one or more sectoral codes defined by a particular system to identify various areas of interest within the scope of the system. Examples include RESADOC sectoral codes, Macrothesaurus (24) descriptor groups, etc.

Sectoral codes are retrieval parameters. They may be used to produce specialized bibliographies or to narrow a system search.

SELECTION

Select a MAXIMUM OF THREE codes from the list of sectoral codes established by the system.

DATA ENTRY

Enter code(s) in the appropriate space on the worksheet.

(24) See footnote 4, p. 7.

CORRESPONDENCE TO OTHER SYSTEM	C170 CORSYS

CHARACTERISTICS

Mandatory

Repeatable

Not subfielded

PURPOSE

Field C170 is used to flag a record that will be reported to another system.

DATA ENTRY

Enter the acronym of the system to which the record is destined.

Example

The record being prepared will also be reported to AGRIS.

C170: AGRIS

DESCRIPTORS	C210 DESCR

CHARACTERISTICS

Essential

Not repeatable

Not subfielded

PURPOSE

Field C210 is used to enter the descriptors that reflect the subject content of a documentary unit.

DEFINITIONS

Indexing

Indexing, or subject analysis, is the description of a documentary unit in terms of its subject content through the use of terms selected from a controlled vocabulary. These terms are called DESCRIPTORS. The purpose of indexing is to allow retrieval of documents pertaining to a specific subject.

Indexing is, therefore, a very important component of documentary analysis, as descriptors provide one of the key points of access to the contents of a data base. Descriptors are also used to generate subject indexes. The effectiveness of information retrieval depends, to a large extent, on the quality of indexing.

Primary and secondary descriptors

The total number of descriptors assigned to a documentary unit varies according to the length and importance of the item being analyzed.

Two groups of descriptors are defined: primary and secondary.

1. PRIMARY DESCRIPTORS reflect the major subject content of the documentary unit. They are used as the basis for printed subject indexes in conjunction with the codes in field C100, primary geographic area.

   Because the geographic codes in fields C100 and C110 provide access by country or region, countries or regions are never selected as primary descriptors.

   A MAXIMUM OF THREE primary descriptors is assigned to a documentary unit. Each primary descriptor is identified by an asterisk (*).

2. SECONDARY DESCRIPTORS relate to:

   - topics not discussed in conjunction with the geographic entities identified by the primary geographic codes;
   - topics of less importance than those indicated by primary descriptors;
   - the type of documentary unit (e.g., /project report/, /consultant report/, /mission report/, /preinvestment surveys/, /legislation/, /press release/, /bibliography/, /dictionary/, /yearbook/, /directory/, /manual/, /thesis/);
   - the presence of specific elements in the documentary unit (e.g., /list of participants/, /agenda/, /statistical data/, /maps/;
   - geographic entities, i.e., names of countries, regions, etc.

   These descriptors do not appear in subject indexes but are used for automated retrieval.

SELECTION

1. Read the summary, introduction, table of contents, and conclusion; these are the most reliable indicators of the subject content of the documentary unit.

2. Scan the documentary unit, paying particular attention to headings, subheadings, illustrations, tables, charts, etc. Read the first few paragraphs of the text.

3. Formulate the major concepts treated in the documentary unit and make a list of preliminary terms that describe these concepts. Note the names of important organizations and geographic entities.

4. Consult the alphabetical list of descriptors in the Macrothesaurus (25) under each preliminary term.

5. When a preliminary term is found as a descriptor:

   5.1 Read the scope note (SN), if there is one, and the descriptors listed as broader (BT), narrower (NT), and related (RT) terms, to determine whether the original descriptor, or one of those listed under it, corresponds to the concept expressed by the preliminary term. Preference should be given to the most specific descriptor applicable to the concept.

   5.2 Consult the appropriate descriptor group to avoid improper use of a descriptor and to find other descriptors relating to the same subject area. For example, all diseases are grouped under 15.04.02.

6. When an appropriate descriptor is not found for the preliminary term, look up synonyms and more general expressions.

   NOTE: Consulting the bibliography is often useful when it is difficult to translate keyword concepts into appropriate descriptors. A related title may offer a helpful lead.

7. When no descriptor is found to correspond to an essential concept discussed in the documentary unit, use field C220 (proposed descriptors).

---

(25) See footnote 4, p. 7.

8. The user's needs must be kept in mind at all times. For each descriptor selected, ask the question: "If a user were doing a search on this particular topic, would he/she find this documentary unit pertinent?" If the answer is "No", the descriptor should not be selected.

Following is a list of ways to avoid PITFALLS in selecting descriptors.

1. DO NOT rely on the title and the summary on the dust jacket or the back cover. Because its main function is advertising, this information may be superficial or misleading.

2. DO NOT read the whole document, except in those instances where an introduction, table of contents, chapter headings, conclusion, etc. are lacking or when necessary for adequate understanding of the subject matter.

3. DO NOT select a broader term (BT) when a narrower term (NT) is more appropriate.

   Example

   Do not use /migrations/ when a documentary unit deals only with /seasonal migrations/.

4. DO NOT use the names of countries or regions as primary descriptors.

DATA ENTRY

1. Enter descriptors, in the language of analysis, enclosed between slashes and separated from each other by a comma and a space. Capitalize the first letter of the first descriptor and enter a period after the last descriptor.

2. DO NOT hyphenate descriptors between two lines.

   Example

   ".../mineral resour-
   ces/..." is wrong

   but ".../mineral
   resources/..." is correct.

3. Enter an asterisk (*) after each primary descriptor.

Example 1

/Reproduction*/, /nutrition*/, /women*/, /age/, /pregnancy/, /fertility/, /diet/, /breast feeding/, /foetus/.

Example 2

/Economic planning*/, /social justice*/, /economic growth/, /income distribution/, /poverty/, /unemployment/, /elite/, /economic policy/, /employment policy/, /educational policy/, /Malaysia/, /Liberia/, /Pakistan/, /Brazil/, /Uganda/.

Example 3

/Systèmes d'information*/, /bases de données*/, /information scientifique*/, /Inde/.

Example 4

/Industrie électro-mécanique*/, /mise en place des encadrements*/, /importations/, /consommation intérieure/, /offre et demande/, /données statistiques/, /Afrique orientale/.

Example 5

/Análisis regional*/, /política agrícola*/, /algodón*/, /planificación agrícola/, /Costa Rica/.

Example 6

/Aborto*/, /métodos anticonceptivos*/, /aspectos jurídicos/, /análisis demográfico/, /actitudes/, /datos estadísticos/, /Colombia/.

PROPOSED DESCRIPTORS	C220 PRODES

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C220 is used to enter terms not included in the Macrothesaurus (26) that represent concepts discussed in a documentary unit but that cannot be expressed appropriately by existing descriptors.

SELECTION

A new descriptor is proposed AFTER subject descriptors have been assigned (see field C210, descriptors), and only when an exhaustive search of the Macrothesaurus (26) has failed to yield an appropriate descriptor.

NOTE: Ensure that a proposed descriptor does not already exist as a forbidden term in the Macrothesaurus (26).

DATA ENTRY

1. Enter proposed descriptors between slashes, in the language of analysis, in the appropriate space on the worksheet.

(26) See footnote 4, p. 7.

Examples

/agroforestry/

/UNCSTD/

2. For each proposed descriptor, complete a form for proposal of new descriptors, and forward it to the coordinating centre. If the descriptor is accepted, the contents of field C220 will be transferred to field C210 (descriptors).

ABSTRACT	C310 ABSTR

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C310 is used to enter a free-text abstract that supplements the descriptors entered in field C210.

DEFINITION

An abstract is a brief, accurate representation of the content or an indication of the characteristics of a documentary unit, without interpretation or criticism.

DATA ENTRY

1. Circle "ANNEX" on page 2 of the worksheet.
2. Enter the abstract in the appropriate space on the worksheet annex.
3. Write the abstract in the language of analysis, following the indexing guidelines in the companion volume to this manual (in preparation).

Example 1

Explanation of mass poverty among rural populations and its perpetuating causes, including lack of capital and technical expertise and acceptance of a low standard of living. Suggestions to overcome poverty include migration and education. An extensive bibliography is provided.

Example 2

Discusses a new approach to economic planning in the Third World as a basis for social justice. Analyzes the failure of post-World War II economic policies to equalize income distribution and to eliminate poverty. Presents case studies on the influence of the elite in some societies and advocates egalitarian educational and employment policies as alternatives to revolution.

Example 3

Analyse les causes et origines des migrations rurales et de l'émigration en Haute Volta, ainsi que les répercussions sur la structure économique et sociale et le développement politique, et montre que la politique démographique et économique et les conditions économiques tendent à favoriser ces mouvements de population. Etudie les motivations et attitudes des travailleurs migrants, les opinions des migrants et des non-migrants sur le problème, et recommande des politiques susceptibles de réduire l'émigration.

Example 4

Etudie les activités et les travaux de la femme rurale mauritanienne dans les champs et à la maison avec le but de renforcer ou formuler des programmes de nutrition, d'agriculture, d'élévage, de santé publique, d'hygiène, d'environnement, et de l'établissement des coopératives; élabore un plan d'action à base des discussions des séminaires.

Example 5

Análisis de la situación de los medios de comunicación de masas y su influencia en el cambio social en América Latina. Examina el poder político y social de la prensa, las noticias internacionales de prensa y la televisión educativa en zonas rurales. Propone una política de comunicación.

Example 6

Discusión de la integración económica en la situación del empleo y en el crecimiento económico de los países en desarrollo. Considera los efectos del libre comercio y del arancel externo común, incentivos de política fiscal, movilidad de la mano de obra y la unión monetaria.

ADMINISTRATIVE DIVISION	C410 ADMIN

CHARACTERISTICS

Optional

Repeatable

Not subfielded

PURPOSE

Field C410 is used to specify the particular administrative division(s) within a country to which a documentary unit refers, e.g., province, state, county.

It serves to limit retrieval to a specific area within a country.

SELECTION

1. Select a MAXIMUM OF FIVE codes per documentary unit.

2. When a documentary unit discusses an entire country, field C410 is left blank.

DATA ENTRY

Enter the code(s), as defined by the coordinating centre, in the appropriate space on the worksheet.

Example

Regional coding for The Gambia

Western	GM0100
River	GM0200
MacCarthy Island	GM0300
Upper River	GM0400

NATURAL REGIONS	C430 NATREG

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field C430 is used to record the name(s) of the natural region(s) covered in a documentary unit.

NOTE: A natural region may be part of one country or cover two or more countries.

SELECTION

1. Select a MAXIMUM OF FIVE regions per documentary unit.

2. When a documentary unit describes an entire country or countries, field C430 is left blank.

DATA ENTRY

Enter the full name of each natural region between slashes, separating two regions by a comma and a space.

Examples

/Rift Valley/

/Himalayas/

/Atacama/

/Plateau Mossi/, /Plateau Sikasso/

/Indus River Basin/

/River Plate Basin/

/Zona Amazónica/

STATISTICAL TABLE	C510 STAT

CHARACTERISTICS

Mandatory

Repeatable

Subfielded

SUBFIELDS

C511	STATISTICAL TABLE - IDENTIFICATION	STID
C512	STATISTICAL TABLE - DESCRIPTORS	STDESC
C513	STATISTICAL TABLE - GEOGRAPHIC CODES	STGEO
C514	STATISTICAL TABLE - DATES	STDATE

PURPOSE

Field C510 is used for descriptions of original statistical tables appearing in the documentary unit, allowing retrieval of items containing statistical data on specific subjects.

SELECTION

Select only those tables that are original, i.e., that have not been copied or reproduced from another source.

DATA ENTRY

1. Circle "ANNEX" on page 2 of the worksheet.

2. Enter the information pertaining to each statistical table selected, in the appropriate section of the worksheet annex, as in the examples of data entry below.

3. In general, each statistical table is analyzed separately. However, it may sometimes be more convenient to describe several tables together in one occurrence of field C510 (Example 3).

STATISTICAL TABLE - IDENTIFICATION C511

Enter in subfield C511 the table number or page number that identifies the statistical table being analyzed.

Examples

Table 3

p.24

p.47-50

STATISTICAL TABLE - DESCRIPTORS C512

1. Enter in subfield C512 the descriptors (field C210) that reflect the subject(s) covered in the statistical table, as in the examples below.

2. Enclose descriptors between slashes, and separate them by a comma and a space.

Examples

/import tax/, /index numbers/

/internal migrations/, /rural migrations/

/size of enterprise/, /ownership/

STATISTICAL TABLE - GEOGRAPHIC CODES C513

Enter in subfield C513 the ISO country code (Annex 2) for regions or countries mentioned in the statistical table.

STATISTICAL TABLE - DATES C514

Enter in subfield C514 the first and last year covered by the statistical table. Separate years by a hyphen.

Examples of field C510

Example 1: One statistical table

C511: Table 3

C512: /import tax/, /index numbers/

C513: US XE JP

C514: 1975-1979

Example 2: Two statistical tables, treated separately

C511: p.88

C512: /imports/, /CACM/

C513: NI SV HN CR

C514: 1953-1970

C511: p.222

C512: /size of enterprise/, /ownership/

C513: CR

C514: 1971

Example 3: Two statistical tables, treated together

C511: Tables 1,2

C512: /imports/, /exports/

C513: ML

C514: 1975-1976

```
*********
* LOCAL *
*********
```

DOCUMENTALIST	D100 DOCUM

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D100 serves to record the full name or initials of the documentalist responsible for completing the worksheet and, thus, for creating the bibliographic record.

DATA ENTRY

Enter your name in the format specified by the system.

DATE INPUT	D120 INPUT

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D120 serves to record the date the bibliographic record was first entered into the system.

SELECTION

Record on the worksheet the date on which the worksheet was completed; the inputter will enter in the system the date on which the record is actually input.

DATA ENTRY

Enter the date in the standard ISO format (27), YYYY-MM-DD, where

YYYY = year

MM = month (in numerical format)

DD = day

(27) International Standards Organization. Writing of calendar dates in all-numeric form. Geneva, ISO, 1976. (ISO 2014)

Example

A worksheet for a documentary unit is completed on 5 May 1980; the record is entered into the system on 25 May 1980.

D120: 1980-05-25

DATE CHANGED	D140 CHANGE

CHARACTERISTICS

Optional

Not repeatable

Not subfielded

PURPOSE

Field D140 serves to record the date the bibliographic record was last modified.

SELECTION

Record on the worksheet the date on which the worksheet requesting the modification (field A150, record status) is completed; the inputter will enter in the system, the date on which the record is actually modified.

DATA ENTRY

Enter the date in the standard ISO format (28), YYYY-MM-DD, where

YYYY = year

MM = month (in numerical format)

DD = day

(28) See footnote 27, p. 195.

Example

A request for modification is made on 1 September 1976; the record is altered on 3 September 1976.

D140: 1976-09-03

****
* ANNEXES *
****

ANNEX 1: WORKSHEET AND DATA-DEFINITION TABLE (DDT)

ISN	
PCN A110	- -
* LIBCAL	LIBCOD A121
	CALLNO A122

LEVDU A131	A	M	C	LEVGD A132	M	C	S				

RELATED RECORD *											
RELATR A141			RELRN A142								
RELATR A141			RELRN A142								
RELPCN A143				-			-				
RELPCN A143				-			-				

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C	D	
ORIGIN A160			
AGRIS RECTYP A170			
ACCESS A190			

DOCUMENTARY UNIT (A/M/C)	PERSONAL AUTHOR *	B210	
	INSTITUTION *	B220	
	TITLE OF DOCUMENTARY UNIT *	B230	
	TRANSLATED TITLE ENGLISH	B240	
	TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)	PERSONAL AUTHOR (M/C) *	B310				
	INSTITUTION (M/C) *	B320				
	TITLE OF GENERIC DOCUMENT (M/C)	B330		VOLUME/PART (C) B340		
	TITLE OF SERIAL (S)	B410				
	VOL/PART (S)	B420		ISSN (S)	B430	

LANGUAGES	TEXT B540		SUMMARIES B580			
PUBLISHER	NAME B611					
	CITY B612				COUNTRY CODE B613	
DATE OF IMPRINT/ISSUE	FREE FORM B620			YEAR B630		
COLLATION	PAGINATION DESCRIPTION B641		NOTES B642			
REPORT NUMBER OR SYMBOL *	B650					
ISBN	B660		EDITION B670			
MEETING, CONFERENCE, ETC. *	NAME B711					
	CITY B712		COUNTRY CODE B713		DATE B714	
	NAME B711					
	CITY B712		COUNTRY CODE B713		DATE B714	
ACADEMIC DEGREE	B720					
PATENT	IPC B731		NUMBER B732		COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741					
	NUMBER B742		VALUE B743			
AVAILABILITY	B810					
ANCILLARY DATA *	B820					

PGEO C100 *			SGEO C110				AGRCAT C120				
DEVPUR C130		MAINLO C140		DEVSEC C150			SECLO C160				
CORSYS C170 *										ANNEX	

DESCRIPTORS	C210	
	C220	

ADMINISTRATIVE DIVISION *	C410					
NATURAL REGIONS	C430					
COMPLETED BY	D100		CHECKED		INPUT/CHANGE D120/D140	

ANNEX

PCN											
ISN											

ABSTRACT C310

STATISTICAL TABLE * C510

OTHER; PLEASE SPECIFY

DATA BASE: MODEL WED, AUG 25, 1982, 11:15 AM

FIELD NAME	MNEMONIC	TAG	LENGTH	OCCURRENCE	REPEAT	SUBFIELD	PROMPT	CHECK	CRT FIELD LEN	VALIDATE KEY	PARM CNT	ENV RTSE	ENV OPT	ENV TYPE	ENV THES	FRGN EXTR	EXTR TYPE	EXTR LENG	SHARE OPT	SUBFIELD	MONTHES ANY	ENV FMT	LOG CHG	VAL FMT	ARG NAME	EXT NAME
RESEQUENCED RECORD NUMBER	RESNUM	A100	11																			PCRN				
PARTICIPATING CENTRE RECORD NUMBER	PCN	A120	11				Y							Y	B	1										
LIBRARY CODE AND CALL NUMBER	LIBCAL	A120	11	35																						
LIBRARY CODE	LIBCOD	A120	11	25			Y	Y						Y				6								
CALL NUMBER	CALLNO	A130	11	3			Y	Y																		
BIBLIOGRAPHIC LEVEL	BIBLEV	A130	11	22																						
LEVEL - DOCUMENTARY UNIT	LEVDOC	A130	11	22			Y	Y																		
LEVEL - GENERIC DOCUMENT	LEVGD	A130	11	22																						
RELATED RECORD	RELREC	A140	11																			IWST				
RELATOR	RELATR	A142	11	11																						
RESEQUENCED RN OF REL RECORD	RELRN	A143	11																							
PCN OF RELATED RECORD	RELPCN	A143	11					Y																		
RECORD STATUS	STATUS	A150	11	2																						
COUNTRY OF ORIGIN OF DOCUMENT	ORIGIN	A160	11	2																						
AGRIS RECORD TYPE	RECTYP	A170	11	1																						
AGRIS LITERARY INDICATORS	LITIND	A180	11	5																						
RECORD-ACCESS CODE	ACCESS	A190	11	1	100		Y	Y						Y												
PERSONAL AUTHOR-DOCUMENTARY UNIT	AUTHOR	B220	11	1	525		Y	Y																		
INSTITUTION - DOCUMENTARY UNIT	INSTI	B220	11	1	5240																					
INSTITUTION - DU : NAME	INSTNA	B221	11		240																					
INSTITUTION - DU : CITY	INSTCI	B223	11		240																					
INSTITUTION - DU : COUNTRY CODE	INSTCC	B223	11		2									Y												
INSTITUTION - DU : AUTHORITY CODE	INSTAC	B224	11		200									Y												
INSTITUTION - DU : SUB-BODY	INSTSB	B225	11		200									Y												
INSTITUTION - DU : ROLE	INSTRO	B226	11		30																					
INSTITUTION - DU : ROLE EXPANDED	INSTEX	B227	11		300																					
TITLE OF DOCUMENTARY UNIT	TITLEN	R300	11		400																					
TRANSLATED TITLE - ENGLISH	TRTIEN	B2500	11		400																					
TRANSLATED TITLE - FRENCH	TRTIFR	B2600	11		400																					
TRANSLATED TITLE - ARABIC	TRTIAR	B2700	11		400																					
TRANSLATED TITLE - SPANISH	TRTISP	B2800	11		400																					
PERSONAL AUTHOR - GENERIC DOCUMENT	AUTGEN	B3200	11		500																					
INSTITUTION - GENERIC DOCUMENT	INSTG	B3201	11		240																					
INSTITUTION - GD : NAME	INSGNA	B3202	11		240																					
INSTITUTION - GD : CITY	INSGCI	B3203	11		240																					
INSTITUTION - GD : COUNTRY CODE	INSGCC	B3204	11		2									Y												
INSTITUTION - GD : AUTHORITY CODE	INSGAC	B3245	11		200									Y												
INSTITUTION - GD : SUB-BODY	INSGSB	B3250	11		200									Y												
TITLE OF GENERIC DOCUMENT (M/C)	TITLFG	B3300	11		400																					
VOLUME/PART NUMBER - COLLECTION	VOLCO	B3400	11		400																					
TITLE OF SERIAL	TITLES	R410	11		400																					
VOLUME AND PART NUMBER - SERIAL	VOLSER	B4200	11		40																					
ISSN	ISSNSE	B4300	11		95																					
LANGUAGES OF TEXT	LANTEX	B5400	11		25																					
LANGUAGES OF SUMMARIES	LANSUM	B5600	11		300																					
PUBLISHER	PUBL	B610	11		250																					
PUBLISHER NAME	PUBNA	B6111	11		420																					
PUBLISHER CITY	PUBCT	B6113	11		420																					
PUBLISHER COUNTRY CODE	PUBCC	B6120	11		2									Y												
DATE OF IMPRINT/ISSUE - FREE FORM	DATE	B6130	11		30									Y												
YEAR OF IMPRINT/ISSUE	YEAR	B6300	11		4																					
COLLATION	COLLAI	B6401	11		40																					
PAGINATION/DESCRIPTION	PAGINA	B6411	11		40																					
COLLATION NOTES	COLNOT	B6421	11		50																					
REPORT NUMBER OR SYMBOL	REPORT	B650	11		50																					

| | | |

ANNEX 2: REGION AND COUNTRY CODES

Sources: International Organization for Standardization. Codes for the representation of names of countries. Geneva, ISO, 1974. Amendments issued frequently. (ISO 3166)

DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1976, 188-192. (IDRC-065e)

Regions

Global	XZ
Africa	XA
Asia and the Pacific	XP
Europe	XE
Latin America	XL
North America	XN
Western Asia	XW

Countries (including regional code)

Afghanistan	AF	XP
Albania	AL	XE
Algeria	DZ	XA
American Samoa	AS	XP
Andorra	AD	XE
Angola	AO	XA
Antarctica	AQ	
Antigua	AG	XL
Argentina	AR	XL
Australia	AU	XP
Austria	AT	XE
Bahamas	BS	XL
Bahrain	BH	XW
Bangladesh	BD	XP
Barbados	BB	XL
Belgium	BE	XE
Belize	BZ	XL
Benin	BJ	XA

Bermuda	BM	XN
Bhutan	BT	XP
Bolivia	BO	XL
Botswana	BW	XA
Bouvet Island	BV	
Brazil	BR	XL
British Indian Ocean Territory	IO	XP
British Virgin Islands	VG	XL
Brunei	BN	XP
Bulgaria	BG	XE
Burma	BU	XP
Burundi	BI	XA
Byelorussian SSR	BY	XE
Cameroon, United Republic of	CM	XA
Canada	CA	XN
Canton and Enderbury Islands	CT	XP
Cape Verde	CV	XA
Cayman Islands	KY	XL
Central African Republic	CF	XA
Chad	TD	XA
Chile	CL	XL
China	CN	XP
Christmas Island	CX	XP
Cocos (Keeling) Islands	CC	XP
Colombia	CO	XL
Comoros	KM	XA
Congo	CG	XA
Cook Islands	CK	XP
Costa Rica	CR	XL
Cuba	CU	XL
Cyprus	CY	XE
Czechoslovakia	CS	XE
Denmark	DK	XE
Djibouti	DJ	XA
Dominica	DM	XL
Dominican Republic	DO	XL
Dronning Maud Land	NQ	
East Timor	TP	XP
Ecuador	EC	XL
Egypt	EG	XA
El Salvador	SV	XL
Equatorial Guinea	GQ	XA
Ethiopia	ET	XA
Faeroe Islands	FO	XE
Falkland Islands (Malvinas)	FK	XL
Fiji	FJ	XP
Finland	FI	XE
France	FR	XE
French Guiana	GF	XL
French Polynesia	PF	XP

Gabon	GA	XA
Gambia	GM	XA
German Democratic Republic	DD	XE
Germany, Federal Republic of	DE	XE
Ghana	GH	XA
Gibraltar	GI	XE
Greece	GR	XE
Greenland	GL	XE
Grenada	GD	XL
Guadeloupe	GP	XL
Guam	GU	XP
Guatemala	GT	XL
Guinea	GN	XA
Guinea-Bissau	GW	XA
Guyana	GY	XL
Haiti	HT	XL
Heard and McDonald Islands	HM	XP
Honduras	HN	XL
Hong Kong	HK	XP
Hungary	HU	XE
Iceland	IS	XE
India	IN	XP
Indonesia	ID	XP
Iran	IR	XP
Iraq	IQ	XW
Ireland	IE	XE
Israel	IL	XW
Italy	IT	XE
Ivory Coast	CI	XA
Jamaica	JM	XL
Japan	JP	XP
Johnston Island	JT	XP
Jordan	JO	XW
Kampuchea, Democratic	KH	XP
Kenya	KE	XA
Kiribati	KI	XP
Korea, Democratic People's Republic of	KP	XP
Korea, Republic of	KR	XP
Kuwait	KW	XW
Lao People's Democratic Republic	LA	XP
Lebanon	LB	XW
Lesotho	LS	XA
Liberia	LR	XA
Libyan Arab Jamahiriya	LY	XA
Liechtenstein	LI	XE
Luxembourg	LU	XE

Macau	MO	XP
Madagascar	MG	XA
Malawi	MW	XA
Malaysia	MY	XP
Maldives	MV	XP
Mali	ML	XA
Malta	MT	XE
Martinique	MQ	XL
Mauritania	MR	XA
Mauritius	MU	XA
Mexico	MX	XL
Midway Islands	MI	XP
Monaco	MC	XE
Mongolia	MN	XP
Montserrat	MS	XL
Morocco	MA	XA
Mozambique	MZ	XA
Namibia	NA	XA
Nauru	NR	XP
Nepal	NP	XP
Netherlands	NL	XE
Netherlands Antilles	AN	XL
Neutral Zone (between Saudi Arabia and Iraq)	NT	XW
New Caledonia	NC	XP
New Zealand	NZ	XP
Nicaragua	NI	XL
Niger	NE	XA
Nigeria	NG	XA
Niue	NU	XP
Norfolk Island	NF	XP
Norway	NO	XE
Oman	OM	XW
Pacific Islands (Trust Territory)	PC	XP
Pakistan	PK	XP
Panama	PA	XL
Papua New Guinea	PG	XP
Paraguay	PY	XL
Peru	PE	XL
Philippines	PH	XP
Pitcairn Island	PN	XP
Poland	PL	XE
Portugal	PT	XE
Puerto Rico	PR	XL
Qatar	QA	XW
Reunion	RE	XA
Romania	RO	XE
Rwanda	RW	XA

St. Helena	SH	
St. Kitts-Nevis-Anguilla	KN	XL
Saint Lucia	LC	XL
St. Pierre and Miquelon	PM	XN
Saint Vincent and the Grenadines	VC	XL
Samoa	WS	XP
San Marino	SM	XE
Sao Tome and Principe	ST	XA
Saudi Arabia	SA	XW
Senegal	SN	XA
Seychelles	SC	XA
Sierra Leone	SL	XA
Singapore	SG	XP
Solomon Islands	SB	XP
Somalia	SO	XA
South Africa	ZA	XA
Spain	ES	XE
Sri Lanka	LK	XP
Sudan	SD	XA
Suriname	SR	XL
Svalbard and Jan Mayen Islands	SJ	XE
Swaziland	SZ	XA
Sweden	SE	XE
Switzerland	CH	XE
Syrian Arab Republic	SY	XW
Taiwan, Province of China	TW	XP
Tanzania, United Republic of	TZ	XA
Thailand	TH	XP
Togo	TG	XA
Tokelau	TK	XP
Tonga	TO	XP
Trinidad and Tobago	TT	XL
Tunisia	TN	XA
Turkey	TR	XE
Turks and Caicos Islands	TC	XL
Tuvalu	TV	XP
Uganda	UG	XA
Ukrainian SSR	UA	XE
Union of Soviet Socialist Republics	SU	XE
United Arab Emirates	AE	XW
United Kingdom	GB	XE
United States	US	XN
United States Miscellaneous Pacific Islands	PU	XP
United States Virgin Islands	VI	XL
Upper Volta	HV	XA
Uruguay	UY	XL
Vanuatu	VU	XP
Vatican City State (Holy See)	VA	XE

Venezuela	VE	XL
Viet Nam	VN	XP
Wake Island	WK	XP
Wallis and Futuna Islands	WF	XP
Western Sahara	EH	XA
Yemen	YE	XW
Yemen, Democratic	YD	XW
Yugoslavia	YU	XE
Zaire	ZR	XA
Zambia	ZM	XA
Zimbabwe	ZW	XA

ANNEX 3: ISO LANGUAGE CODES

Source: International Organization for Standardization. Symbols for languages, countries and authorities. Geneva, ISO, 1967. (ISO/R 639)

Afrikaans	Af
Arabic	Ar
Bengali	Be
Bulgarian	Bg
Chinese	Ch
Czech	Cs
Danish	Da
Dutch (Flemish)	Nl
German	De
English	En
Finnish	Fi
French	Fr
Greek	Gr
Hebrew	He
Hindi	Hi
Hungarian	Hu
Indonesian	In
Italian	It
Japanese	Ja
Korean	Ko
Latin	La
Norwegian	No
Polish	Pl
Portuguese	Pt
Romanian	Ro
Russian	Ru
Sanskrit	Sa
Serbo-Croat	Sh
Slovak	Sk
Slovenian	Sn
Spanish	Es
Swedish	Sv
Turkish	Tr
Ukrainian	Uk
Urdu	Ur

ANNEX 4: ISO RULES FOR TRANSLITERATION

Sources: International Organization for Standardization. International system for the transliteration of Slavic Cyrillic characters. Geneva, ISO, 1968. (ISO/R 9)

International Organization for Standardization. International system for the transliteration of Arabic characters. Geneva, ISO, 1961. (ISO/R 233)

TABLE 1. — **Transliteration of the modern Russian alphabet**

Russian					Trans-litera-tion	Examples
Letter numbers	printed		written			
1	а	А	*а*	*А*	a	адрес — adres
2	б	Б	*б*	*Б*	b	баба — baba
3	в	В	*в*	*В*	v	вы — vy
4	г	Г	*г*	*Г*	g	голова — golova
5	д	Д	*д, ꙁ*	*Д*	d	да — da
6 [1]	е (ё)	Е (Ё)	*е (ё)*	*Е (Ё)*	e (ë)	ещё — eščë
7 [2]	ж	Ж	*ж*	*Ж*	ž	журнал — žurnal
8	з	З	*з, ꙁ*	*З*	z	звезда — zvezda
9	и	И	*и*	*И*	i	книга — kniga
10 [2]	й	Й	*й*	*Й*	j	первый — pervyj
11	к	К	*к*	*К*	k	как — kak
12	л	Л	*л*	*Л*	l	липа — lipa
13	м	М	*м*	*М*	m	муж — muž
14	н	Н	*н*	*Н*	n	нижний — nižnij
15	о	О	*о*	*О*	o	общество — obščestvo
16	п	П	*п*	*П*	p	пара — para

TABLE 1. — Transliteration of the modern Russian alphabet (*concluded*)

Russian					Transliteration	Examples		
Letter numbers	printed		written					
17	р	Р	*р*	*Р*	r	рыба	—	ryba
18	с	С	*с*	*С*	s	сестра	—	sestra
19	т	Т	*т, т, т*	*Т*	t	товарищ	—	tovariš̌c
20	у	У	*у*	*У*	u	утро	—	utro
21	ф	Ф	*ф*	*Ф*	f	физика	—	fizika
22 [2, 3]	х	Х	*х*	*Х*	h	химический	—	himičeskij
23 [2]	ц	Ц	*ц*	*Ц*	c	центральный	—	central'nyj
24 [2]	ч	Ч	*ч*	*Ч*	č	часы	—	časy
25 [2]	ш	Ш	*ш, ш*	*Ш*	š	школа	—	škola
26 [2, 4]	щ	Щ	*щ*	*Щ*	šč	щит	—	ščit
27	ъ	Ъ	*ъ*	*Ъ*	''	объявление	—	ob''javlenie
28	ы	Ы	*ы*	*Ы*	y	был	—	byl
29	ь	Ь	*ь*	*Ь*	'	белье	—	bel'e
30	э	Э	*э*	*Э*	ė	это	—	ėto
31 [2, 4]	ю	Ю	*ю*	*Ю*	ju	южный	—	južnyj
32 [2, 4]	я	Я	*я*	*Я*	ja	яйцо	—	jajco

[1]) Cyrillic ё should not be transliterated by ė unless the diacritical mark appears in the original.

[2]) In countries where tradition favours it, the following variations are permitted, but only as a group.

Letter 7: ж — zh
10: й — ĭ
22: х — kh
23: ц — ts (when this form is used, Russian т followed by с will require t.s)
24: ч — ch
25: ш — sh
26: щ — shch
31: ю — yu
32: я — ya

[3]) In countries where tradition favours ch rather than h, this is permitted.

[4]) The initials of words starting with Щ, Ю, Я, should always be transliterated by Šč, Ju, Ja, and not by Š and J, as is often the case.

TABLE 2. — **Transliteration of Slavic Cyrillic alphabets**

Letter numbers	Cyrillic character				Transliteration from						Examples	
	printed		written		Russian	Ukrainian	Byelorussian	Serbian	Macedonian	Bulgarian		
1	а	А	*а*	*А*	a	a	a	a	a	a	адрес	— adres
2	б	Б	*б*	*Б*	b	b	b	b	b	b	баба	— baba
3	в	В	*в*	*В*	v	v	v	v	v	v	вы	— vy
4	г	Г	*г*	*Г*	g	g [1])	g [1])	g	g	g	голова	— golova
5	ґ	Ґ	*ґ*	*Ґ*		ġ [3])	ġ [5])				густ	— ġust
6	д	Д	*д, ꙗ*	*Д*	d	d	d	d [7])	d	d	да	— da
7	ђ	Ђ	*ђ*	*Ђ*				d			ђон	— đon
8	ѓ	Ѓ	*ѓ*	*Ѓ*					ǵ		ѓуѓум	— ǵuǵum
9	е (ё)	Е (Ё)	*е (ё)*	*Е (Ё)*	e (ē) [3])	e	e (ē) [3])	e	e	e	ещё	— eščē
10	є	Є	*Є*	*Є*		je [4])					твоє	— tvoje
11	ж	Ж	*ж*	*Ж*	ž [2])	ž [2])	ž [2])	ž	ž	ž [2])	журнал	— žurnal
12	з	З	*з, ꙁ*	*З*	z	z	z	z	z	z	звезда	— zvezda
13	ѕ	Ѕ	*ѕ*	*Ѕ*					dz [4])		ѕвезда	— dzvezda
14	и	И	*и*	*И*	i	i [1])	i [5])	i	i	i	книга	— kniga
15	і	І	*і*	*І*	ī [5])	ī [1])	ī [1])				білий	— bīlij
16	ї	Ї	*ї*	*Ї*		ï					їзда	— īzda
17	ј	Ј	*ј*	*Ј*				j	j		један	— jedan
18	й	Й	*й*	*Й*	j [2])	j [2])	j [2])			j [2])	первый	— pervyj
19	к	К	*к*	*К*	k	k	k	k	k	k	как	— kak
20	л	Л	*л*	*Л*	l	l	l	l	l [9])	l	липа	— lipa

TABLE 2. — Transliteration of Slavic Cyrillic aphabets (*continued*)

Letter numbers	Cyrillic character				Transliteration from						Examples
	printed		written		Russian	Ukrainian	Byelorussian	Serbian	Macedonian	Bulgarian	
21	ль	Ль						lj [4]	lj [4]		љубав — ljubav
22	м	М			m	m	m	m	m	m	муж — muž
23	н	Н			n	n	n	n	n [5]	n	нижний — nižnij
24	нь	Нь						nj [5]	nj [4]		њива — njiva
25	о	О			o	o	o	o	o	o	общество — obščestvo
26	п	П			p	p	p	p	p	p	пара — para
27	р	Р			r	r	r	r	r	r	рыба — ryba
28	с	С			s	s	s	s	s	s	сестра — sestra
29	т	Т			t	t	t	t	t	t	товарищ — tovariš̌č
30	ћ	Ћ						ć			кућа — kuća
31	к	К							k		кука — kuka
32	у	У			u	u	u	u	u	u	утро — utro
33	ў	Ў					ŭ				слоўнік — sloŭnīk
34	ф	Ф			f	f	f	f	f	f	физика — fizika
35	х	Х			h [3]	h [1, 2]	h [1, 2]	h	h	h [3]	химический — himičeskij
36	ц	Ц			c [3]	c [2]	c [3]	c	c	c [3]	центральный — central'nyj
37	ч	Ч			č [3]	č [2]	č [3]	č	č	č [3]	часы — časy
38	џ	Џ						dž [4]	dž [4]		џамија — džamija
39	ш	Ш			š [3]	š [3]	š [3]	š	š	š [3]	школа — škola
40	щ	Щ			šč [2, 4]	šč [2, 4]				šč [1, 4]	щит — ščit

TABLE 2. — **Transliteration of Slavic Cyrillic alphabets** (*concluded*)

Letter numbers	Cyrillic character				Transliteration from						Examples	
	printed		written		Russian	Ukrainian	Byelorussian	Serbian	Macedonian	Bulgarian		
41	ъ	Ъ			'' [8]	'' [5]	'' [5]			'' [1,8]	объявление	— ob''javlenie
42	ы	Ы			y		y				был	— byl
43	ь	Ь			'	'	'			'	белье	— bel'e
44	ѣ	Ѣ			ě [5]		ě [5]			ě [5]	ѣсть	— ěst'
45	э	Э			e		e				это	— eto
46	ю	Ю			ju [2,4]	ju [2,4]	ju [2,4]			ju [2,4]	южный	— južnyj
47	я	Я			ja [2,4]	ja [2,4]	ja [2,4]			ja [2,4]	яйцо	— jajco
48	ѫ	Ѫ								''̇ [1,5]	жгълъ	— ''̇g''l''
49	ѳ	Ѳ			ḟ [5]						ѳимиамъ	— ḟimiam''
50	ѵ	Ѵ			ẏ [5]						сѵнодъ	— sẏnod''
51	'	'			'' [8]	''	''		''		'pŕa	— ''rǵa

[1]) In order to facilitate the use of this ISO Recommendation the letters are transliterated by the same character for each Slavic language. However, the following groups of variations may be used for such cases where it is desirable to respect the original character of the Slavic alphabet.

Letter 4: г — h (Ukrainian and Byelorussian)
14: и — y (Ukrainian)
15: і — i (Ukrainian and Byelorussian)
35: х — ch (Ukrainian and Byelorussian)
40: щ — št (Bulgarian)
41: ъ — ă (Bulgarian in the middle of a word)
48: ѫ — a (Bulgarian)

[2]) In countries where tradition favours it, the following variations are permitted, but only as a group.

Letter 11: ж — zh
18: й — ĭ
35: х — kh
36: ц — ts (when this form is used, Russian т followed by с will require t.s)
37: ч — ch
39: ш — sh
40: щ — shch
46: ю — yu
47: я — ya

[3]) Cyrillic ё should not be transliterated by ê unless the diacritical mark appears in the original.

[4]) When proper names are abbreviated to the initials: Є, S, Љ, Њ, Ц, Щ, Ю and Я the initials should always be transliterated by Je, Dz, Lj, D, S and J, as is often the case.

[5]) Is no longer used.

[6]) When the letter l or n is followed by j, transliteration should be l-j, or n-j.

[7]) When the letter d is followed by ž, transliteration should be d-ž.

[8]) Is no longer used at the end of the word.

INTERNATIONAL SYSTEM FOR THE TRANSLITERATION OF ARABIC CHARACTERS

1. CONSONANTS

No.	Arabic character	Transliteration into Latin character	No.	Arabic character	Transliteration into Latin character
1	ء	see Note 1	16	ض	ḍ
2	ا	see Note 2	17	ط	ṭ
2a	آ	ā initially; 'ā elsewhere	18	ظ	ẓ
3	ب	b	19	ع	‘
4	ت	t	20	غ	ḡ
5	ث	ṯ	21	ف (ڤ)*	f
6	ج	ǧ	22	ق (ف)*	q
7	ح	ḥ	23	ك	k
8	خ	ḫ	24	ل	l
9	د	d	25	م	m
10	ذ	ḏ	26	ن	n
11	ر	r	27	ه	h
12	ز	z	27a	ة	see Notes 8 and 13
13	س	s	28	و	w (see also No. 31 and Notes 1, 3 and 14)
14	ش	š	29	ي	y (see also No. 32 and Notes 1, 3 and 14)
15	ص	ṣ			

* The letters in brackets are the Maghrebi forms.

2. VOWELS AND DIPHTHONGS

No.	Characters Arabic	Characters Latin	Characters Arabic	Characters Latin	Characters Arabic	Characters Latin	Characters Arabic	Characters Latin
30	ـَ	a	اَـا / (ىَـا)	ā / à)	اً / ـًا	an		
31	ـُ	u	ـُو	ū	ـٌ	un (see Note 10)	وُـ	aw
32	ـِ	i	ـِي	ī	ـٍ	in (see Note 10)	يِـ	ay

3. OTHER CONVENTIONAL SIGNS

No.	Arabic designation	Arabic character	Transliteration
33	sukūn	ـْ	ignored in transliteration
34	šadda[h]	ـّ	rendered by doubling the consonant
35	hamza[t] al-waṣl (alif waṣla[h])	ٱ	see Notes 9 and 11

A. GENERAL NOTES

Note	Arabic character	Position	Transliteration	Examples
1	Hamza[h]	*a*) initially	not transliterated	amīn
		b) initially	may be transliterated as ʾ, where necessary to distinguish from hamsa[t] al-waṣl see Notes 9 and 11	ʾamīn
		c) elsewhere	rendered by ʾ	fuʾād
		d) ا, ى and و when bearers of hamza[h]	not transliterated	raʾà, liʾam, suʾal
2	Alif	having a purely orthographical value	not transliterated see No. 2 *a*) and 30 and Notes 9 and 11	miʾa[h]; faʿalū
3	و and ي	with šadda[h], even after the vowels u and i, respectively.	always transliterated ww and yy	bawwāb, quwwād, bayyāʿ
4	ال	*a*) definite article	assimilated with "ṣun" letters: ت ث د ذ ر ز س ش ص ض ط ظ ل ن assimilation is not shown	aš-šams[u]
		b) in aḥadtu and similar words		
5	Hyphen		used in transliteration to separate grammatically differing elements within single units of Arabic script, notably the noun from the article and/or from the particles wa-, fa-, ta-, bi-, li-, ka-, la-, sa- and a-.	wa-bi-šaraf
6	Following letters used in Arabic to represent non-Arabic sounds: پ چ ژ ڤ ڢ گ		transliterated as follows: p č ž v g	

B. NOTES ON TRANSLITERATION WITH I'RĀB

Note	Arabic character	Position	Transliteration	Examples
7	Flexional endings	*a*)	may be written or printed superior above the line)	bayt^{u}, bayt^{un}
		b) in nouns from roots with a final weak radical	the n alone is superior	qādi^{n}; ma^{c}nà^{n}
8	Tā' marbūta^{h} (ة)		rendered by superior t (above the line)	al-madīna^{tu}; madīna^{tu} ăn-nabiyy^{i}; salā^{tun}
9	Alif wasla^{h}		translitterated, by its original vowel with a breve, indicating that the vowel is not pronounced	bi-ĭhtimām^{i}...; wa-ŭktub; bayt^{u} ăl-malik^{i}; mina ăn-nās^{i}
			but without alif:	mini bnih^{i}

C. NOTES ON TRANSLITERATION WITHOUT I'RĀB

Note	Arabic character	Position	Transliteration	Examples
10	Short vowels in the nominal inflection	*a*) and tanwīn	are not shown in transliteration	Muḥammad; Ibn Ǧubayr; miṣriyyīn, *not* miṣriyyīn[a]; kitābān, *not* kitābān[i]
		b) before a pronominal suffix	transliterated exceptionally	baytuhu; fī baytihi
		c) at the end of a name or a title	the pronominal suffix is transliterated in its pausal form (without the final vowel)	Ibn ᶜAbd Rabbih
11	Alif waṣla[h]		transliterated by its original vowel with the breve, after a vowel (cf. Note 9); without the breve after a consonant	bi-ĭhtimām; wa-ŭktub; fī ăl-bayt; *but* bayt al-malik; min intihā'...; min an-nās
12	Final short vowels in verbal conjugations, pronominal suffixes and particles		are transliterated	mā yataᶜallaqu bi-ăn-nās; katabtu; bayna; maᶜa; bi-ăl-ḫamr; mā tarāhu ăl-ᶜuyūn
13	Tā' marbūṭa[h]	in the absolute state	rendered by superior h (above the line)	al-madīna[h];
		in the construct state	rendered by superior t (above the line)	madīna[t] an-nabī
14	-iyy and -uww	final	transliterated ī and ū, respectively	ᶜarabī; ᶜadū; danī
15	ابن or بن	whether it begins with alif or not	always transliterated ibn	

ANNEX 5: ABBREVIATIONS OF PROVINCE AND STATE NAMES

AUSTRALIA

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

CANADA

Alberta	Alta
British Columbia	BC
Manitoba	Man
New Brunswick	NB
Newfoundland	Nfld
Northwest Territories	NWT
Nova Scotia	NS
Ontario	Ont
Prince Edward Island	PEI
Quebec	Que
Saskatchewan	Sask
Yukon Territory	YT

UNITED STATES

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS

Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

ANNEX 6: ABBREVIATIONS FOR ORDINAL NUMBERS

ENGLISH	FRENCH	SPANISH	
1st	1e	1a	1o
2d	2e	2a	2o
3d	3e	3a	3o
4th	4e	4a	4o
5th	5e	5a	5o
etc.	etc.	etc.	etc.

ANNEX 7: ABBREVIATIONS OF NAMES OF MONTHS

ENGLISH	FRENCH	SPANISH
Jan	jan	enero
Feb	fév	feb
Mar	mar	mar
Apr	avr	abr
May	mai	mayo
Jun	jun	jun
Jul	jul	jul
Aug	août	ago
Sep	sep	set
Oct	oct	oct
Nov	nov	nov
Dec	déc	dic

ANNEX 8: ISO CURRENCY CODES

Source: International Organization for Standardization. Codes for the representation of currencies and funds. 2d ed. Geneva, ISO, 1981. (ISO 4217), Table 1E.

COUNTRY	CURRENCY	CURRENCY CODE
Afghanistan	Afghani	AFA
Albania	Lek	ALL
Algeria	Algerian Dinar	DZD
American Samoa	US Dollar	USD
Andorra	Spanish Peseta	ESP
	French Franc	FRF
Angola	Kwanza	AOK
Antarctica	Norwegian Krone	NOK
Antigua	East Caribbean Dollar	XCD
Argentina	Argentine Peso	ARP
Australia	Australian Dollar	AUD
Austria	Schilling	ATS
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BDT
Barbados	Barbados Dollar	BBD
Belgium	Belgian Franc	BEF
Belize	Belize Dollar	BZD
Benin	CFA Franc BCEAO*	XOF
Bermuda	Bermudan Dollar	BMD
Bhutan	Indian Rupee	INR
Bolivia	Bolivian Peso	BOP
Botswana	Pula	BWP
Bouvet Island	Norwegian Krone	NOK
Brazil	Cruzeiro	BRC
British Indian Ocean Territory	Mauritius Rupee	MUR
	Seychelles Rupee	SCR
British Virgin Islands	US Dollar	USD
Brunei	Brunei Dollar	BND
Bulgaria	Lev	BGL
Burma	Kyat	BUK
Burundi	Burundi Franc	BIF
Byelorussian SSR	Rouble	SUR
Cameroon, United Republic of	CFA Franc BEAC**	XAF
Canada	Canadian Dollar	CAD
Canton and Enderbury Islands	Pound Sterling	GBP
	US Dollar	USD

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Cape Verde	Cape Verde Escudo	CVE
Cayman Islands	Cayman Islands Dollar	KYD
Central African Republic	CFA Franc BEAC**	XAF
Chad	CFA Franc BEAC**	XAF
Chile	Chilean Peso	CLP
China	Yuan Renminbi	CNY
Christmas Island	Australian Dollar	AUD
Cocos (Keeling) Islands	Australian Dollar	AUD
Colombia	Colombian Peso	COP
Comoros	Comoros Franc	KMF
Congo	CFA Franc BEAC**	XAF
Cook Islands	New Zealand Dollar	NZD
Costa Rica	Costa Rican Colon	CRC
Cuba	Cuban Peso	CUP
Cyprus	Cyprus Pound	CYP
Czechoslovakia	Koruna	CSK
Denmark	Danish Krone	DKK
Djibouti	Djibouti Franc	DJF
Dominica	East Caribbean Dollar	XCD
Dominican Republic	Dominican Peso	DOP
Dronning Maud Land	Norwegian Krone	NOK
East Timor	Timor Escudo	TPE
Ecuador	Sucre	ECS
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
Equatorial Guinea	Ekwele	GQE
Ethiopia	Ethiopian Birr	ETB
Faeroe Islands	Danish Krone	DKK
Falkland Islands (Malvinas)	Falkland Islands Pound	FKP
Fiji	Fiji Dollar	FJD
Finland	Markka	FIM
France	French Franc	FRF
French Guiana	French Franc	FRF
French Polynesia	CFP Franc	XPF
Gabon	CFA Franc BEAC**	XAF
Gambia	Dalasi	GMD
German Democratic Republic	Mark der DDR	DDM
Germany, Federal Republic of	Deutsche Mark	DEM
Ghana	Cedi	GHC
Gibraltar	Gibraltar Pound	GIP
Greece	Drachma	GRD
Greenland	Danish Krone	DKK
Grenada	East Caribbean Dollar	XCD
Guadeloupe	French Franc	FRF
Guam	US Dollar	USD
Guatemala	Quetzal	GTQ

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Guinea	Syli	GNS
Guinea-Bissau	Guinea-Bissau Peso	GWP
Guyana	Guyana Dollar	GYD
Haiti	Gourde	HTG
	US Dollar	USD
Heard and McDonald Islands	Australian Dollar	AUD
Honduras	Lempira	HNL
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Iceland Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
Iran	Iranian Rial	IRR
Iraq	Iraqi Dinar	IQD
Ireland	Irish Pound	IEP
Israel	Shekel	ILS
Italy	Lira	ITL
Ivory Coast	CFA Franc BCEAO*	XOF
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Johnston Island	US Dollar	USD
Jordan	Jordanian Dinar	JOD
Kampuchea, Democratic	Riel	KHR
Kenya	Kenyan Shilling	KES
Kiribati	Australian Dollar	AUD
Korea, Democratic People's Republic of	North Korean Won	KPW
Korea, Republic of	Won	KRW
Kuwait	Kuwaiti Dinar	KWD
Lao People's Democratic Republic	Kip	LAK
Lebanon	Lebanese Pound	LBP
Lesotho	Rand	ZAR
	Maloti	LSM
Liberia	Liberian Dollar	LRD
Libyan Arab Jamahiriya	Libyan Dinar	LYD
Liechtenstein	Swiss Franc	CHF
Luxembourg	Luxembourg Franc	LUF
Macau	Pataca	MOP
Madagascar	Malagasy Franc	MGF
Malawi	Kwacha	MWK
Malaysia	Malaysian Ringgit	MYR
Maldives	Maldive Rupee	MVR
Mali	Mali Franc	MLF

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Malta	Maltese Pound	MTP
Martinique	French Franc	FRF
Mauritania	Ouguiya	MRO
Mauritius	Mauritius Rupee	MUR
Mexico	Mexican Peso	MXP
Midway Islands	US Dollar	USD
Monaco	French Franc	FRF
Mongolia	Tugrik	MNT
Montserrat	East Caribbean Dollar	XCD
Morocco	Moroccan Dirham	MAD
Mozambique	Metical	MZM
Namibia	Rand	ZAR
Nauru	Australian Dollar	AUD
Nepal	Nepalese Rupee	NPR
Netherlands	Netherlands Guilder	NLG
Netherlands Antilles	Netherlands Antillian Guilder	ANG
Neutral Zone (between Saudi Arabia and Iraq)	Saudi Riyal	SAR
	Kuwaiti Dinar	KWD
	Iraqi Dinar	IQD
New Caledonia	CFP Franc	XPF
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba	NIC
Niger	CFA Franc BCEAO*	XOF
Nigeria	Naira	NGN
Niue	New Zealand Dollar	NZD
Norfolk Island	Australian Dollar	AUD
Norway	Norwegian Krone	NOK
Oman	Rial Omani	OMR
Pacific Islands (Trust Territory)	US Dollar	USD
Pakistan	Pakistan Rupee	PKR
Panama	Balboa	PAB
	US Dollar	USD
Papua New Guinea	Kina	PGK
Paraguay	Guarani	PYG
Peru	Sol	PES
Philippines	Philippine Peso	PHP
Pitcairn Island	New Zealand Dollar	NZD
Poland	Zloty	PLZ
Portugal	Portuguese Escudo	PTE
Puerto Rico	US Dollar	USD
Qatar	Qatari Rial	QAR
Reunion	French Franc	FRF
Romania	Leu	ROL
Rwanda	Rwanda Franc	RWF

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St. Helena	St. Helena Pound	SHP
St. Kitts-Nevis-Anguilla	East Caribbean Dollar	XCD
Saint Lucia	East Caribbean Dollar	XCD
St. Pierre and Miquelon	French Franc	FRF
Saint Vincent and the Grenadines	East Caribbean Dollar	XCD
Samoa	Tala	WST
San Marino	Italian Lira	ITL
Sao Tome and Principe	Dobra	STD
Saudi Arabia	Saudi Riyal	SAR
Senegal	CFA Franc BCEAO*	XOF
Seychelles	Seychelles Rupee	SCR
Sierra Leone	Leone	SLL
Singapore	Singapore Dollar	SGD
Solomon Islands	Solomon Islands Dollar	SBD
Somalia	Somali Shilling	SOS
South Africa	Rand	ZAR
Spain	Spanish Peseta	ESP
Sri Lanka	Sri Lanka Rupee	LKR
Sudan	Sudanese Pound	SDP
Suriname	Suriname Guilder	SRG
Svalbard and Jan Mayen Islands	Norwegian Krone	NOK
Swaziland	Lilangeni	SZL
Sweden	Swedish Krona	SEK
Switzerland	Swiss Franc	CHF
Syrian Arab Republic	Syrian Pound	SYP
Taiwan, Province of China	New Taiwan Dollar	TWD
Tanzania, United Republic of	Tanzanian Shilling	TZS
Thailand	Baht	THB
Togo	CFA Franc BCEAO*	XOF
Tokelau	New Zealand Dollar	NZD
Tonga	Pa'anga	TOP
Trinidad and Tobago	Trinidad and Tobago Dollar	TTD
Tunisia	Tunisian Dinar	TND
Turkey	Turkish Lira	TRL
Turks and Caicos Islands	US Dollar	USD
Tuvalu	Australian Dollar	AUD
Uganda	Uganda Shilling	UGS
Ukrainian SSR	Rouble	SUR
Union of Soviet Socialist Republics	Rouble	SUR
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
United States	US Dollar	USD
United States Miscellaneous Pacific Islands	US Dollar	USD

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United States Virgin Islands	US Dollar	USD
Upper Volta	CFA Franc BCEAO*	XOF
Uruguay	Uruguayan Peso	UYP
Vanuatu	Vatu	VUV
Vatican City State (Holy See)	Italian Lira	ITL
Venezuela	Bolivar	VEB
Viet Nam	Dong	VND
Wake Island	US Dollar	USD
Wallis and Futuna Islands	CFP Franc	XPF
Western Sahara	Spanish Peseta	ESP
	Ouguiya	MRO
	Moroccan Dirham	MAD
Yemen	Yemeni Rial	YER
Yemen, Democratic	Yemeni Dinar	YDD
Yugoslavia	New Yugoslavian Dinar	YUD
Zaire	Zaire	ZRZ
Zambia	Kwacha	ZMK
Zimbabwe	Zimbabwe Dollar	ZWD

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ANNEX 9: CORRESPONDENCE TABLE FOR UNISIST AND AGRIS FIELD TAGS

FIELD NAME	MNEMONIC	FIELD TAG	UNISIST	AGRIS
Resequenced record number	RESNUM	A100		005
Participating centre record number	PCN	A110		001
Library code and call number	LIBCAL	A120		
Bibliographic level	BIBLEV	A130		008
Related record	RELREC	A140	A90	006, 007
Record status	STATUS	A150		004
Country of origin of document	ORIGIN	A160	A51	008
AGRIS record type	RECTYP	A170	B30	008
AGRIS literary indicators	LITIND	A180	B30	008
Record-access code	ACCESS	A190		
Personal author-documentary unit	AUTHOR	B210	A11-A13 A34	100
Institution - documentary unit	INST	B220	A14-A19, A35,A40, A41	110
Title of documentary unit	TITLE	B230	A08-A10	200, 230
Translated title - English	TRTIEN	B240		200
Translated title - French	TRTIFR	B250		
Translated title - Arabic	TRTIAR	B260		
Translated title - Spanish	TRTISP	B270		
Personal author - generic document	AUTGEN	B310	A12, A13	100

Institution - generic document	INSTG	B320	A18, A19	110
Title of generic document (M/C)	TITLEG	B330	A09, A10	200, 230
Volume/part number - collection	VOLCO	B340	A28	
Title of serial	TITLES	B410	A03	230S
Volume and part number - serial	VOLSER	B420	A05, A06	500
ISSN	ISSN	B430	A01	320S
Languages of text	LANTEX	B540	A23	600
Languages of summaries	LANSUM	B560	A24	610
Publisher	PUBL	B610	A25	401, 402
Date of imprint/issue - free form	DATE	B620	A21	403
Year of imprint/issue	YEAR	B630		
Collation	COLLAT	B640	A20, A28, A29, A45, A70	500, 610
Report number or symbol	REPORT	B650	A39	300
ISBN	ISBN	B660	A26	320
Edition	EDITN	B670	A27	250
Meeting, conference, etc.	MEET	B710	A30-A32	210, 211, 213
Academic degree	DEGREE	B720	A42	111
Patent	PATENT	B730	A33	300, 320
Development project	DEVPRO	B740	A72	
Availability	AVAIL	B810	A43	610
Ancillary data	ADATA	B820	A99	610
Primary geographic area	PGEO	C100		
Secondary geographic area	SGEO	C110		

AGRIS subject categories	AGRCAT	C120		008
DEVSIS purpose code	DEVPUR	C130		
Main category code - local	MAINLO	C140		
DEVSIS sectoral codes	DEVSEC	C150		
Sectoral codes - local	SECLO	C160		
Correspondence to other system	CORSYS	C170		
Descriptors	DESCR	C210	B21	820
Proposed descriptors	PRODES	C220	B22	820
Abstract	ABSTR	C310	A44	860
Administrative division	ADMIN	C410		
Natural regions	NATREG	C430		
Statistical table	STAT	C510		
Documentalist	DOCUM	D100		
Date input	INPUT	D120		
Date changed	CHANGE	D140		

ANNEX 10: IMPLEMENTATION UNDER MINISIS, CDS/ISIS, AND DOS/ISIS

This section will briefly consider a number of aspects of implementation of this manual under MINISIS, CDS/ISIS, and DOS/ISIS. The discussion is based on the strict implementation of the respective systems and does not necessarily apply (especially in the more restrictive aspects) to cases where the software (in particular, CDS/ISIS or DOS/ISIS) has been modified after installation. The phrase "strict implementation" means the system as provided by the supplier: MINISIS and DOS/ISIS as provided by the International Development Research Centre (IDRC), CDS/ISIS as provided by Unesco.

In what follows, any references to a field (or data item) will be made by field tag rather than by full name.

1. Assignment of field tags and field names for use in processing and language of processing

a) Field tags:

Implement under MINISIS exactly as specified in the manual.

Neither version of ISIS supports four-character tags - only two-character tags may be used. The assignment of the tags is at the discretion of the installation. However, it is recommended that the following fields be implemented as fixed fields (tag 00) under both versions of ISIS because of the saving realized in directory space.

FIELD TAG OF FIELD TO BE FIXED	LENGTH (CHARACTERS)	COMMENTS
A100	10	
A110	11	Essential field; nonrepeating.
A130	03	Essential field; nonrepeating. Subfield 1 occupies the first position of the fixed area; subfield 2 occupies the next two positions. If subfield 2 requires only one space, the remaining position is left blank.
A150	01	Mandatory field; nonrepeating.

A160	02	Essential field; nonrepeating.
A170	01	Essential field for AGRIS installations.
A180	05	Essential field for AGRIS installations.
A190	01	Optional implementation.
B630	04	Essential field; nonrepeating.
C130	03	Essential field for DEVSIS users; nonrepeating.
C140		If used in a system, must be defined as essential, nonrepeating. Length is determined by the system.
C150	09	Mandatory field for DEVSIS users; nonrepeating. Reserve space for nine characters; user may fill zero, three, six, or nine. If three or six are used, the balance is blank.
C160		If used in a system, may be defined as essential or mandatory. Space reserved must be defined: user may fill zero, some or all characters; the balance is blank.

b) Field names and language of processing:

In this model, the names of the fields are defined in English. In all three systems, users may translate the names into the language of their choice if

- the language employs Roman characters, and
- no diacritical marks are needed.

Since May 1982, MINISIS has had the capacity to accommodate field names in a variety of languages, with a variety of character sets. Thus, field prompting during data entry and modification can, more or less, be made to suit the installation.

Users of MINISIS software have a further advantage in that the user commands and dialogue are also language independent.

2. Subfields

All three systems make it possible for the user to identify subfields uniquely. Users of both CDS/ISIS and DOS/ISIS must embed the subfield identifiers within the data. MINISIS permits the user to identify subfields as fields in themselves, without using subfield indicators embedded in the data.

The ease of processing subfields varies considerably among the three systems, with DOS/ISIS providing the least flexibility.

Under MINISIS, subfields are assigned a unique tag and may be treated in the same way as fields. All their attributes are the same except that:

- subfields cannot be subfielded, and
- they cannot repeat.

All functions that can be performed on fields can also be performed on subfields. Only nine subfields are permitted per field.

Under CDS/ISIS, a subfield has no unique tag and cannot be processed as a field on its own. However, a unique two-character identifier is assigned to a subfield and is embedded immediately preceding the string that it identifies. Although most processors look after the subfield identifier (recognize it, strip it, etc.), the fact remains that it is still a part of the data. Like MINISIS, CDS/ISIS does not permit subfields to be subfielded; however, unlike MINISIS, it has no limit on the number of subfields within a field and permits subfields to be repeated any number of times.

With DOS/ISIS, a user may embed subfield identifiers within data, but no special support is provided for subfields within the processors. It is the responsibility of the installation to provide this software support.

3. Data validation

All three systems allow for a certain degree of validation of data. Validation can be thought of as being of two types: a) ensuring that all mandatory data fields are present, and, b) ensuring that the contents of a field assume particular, usually predefined, values.

a) Mandatory data fields: only CDS/ISIS makes it possible for a user to define certain fields as unconditionally mandatory. In other words, if the user fails to provide data for these fields, the record will not be accepted by the system.

This capability, although not supported by MINISIS, can be simulated in MINISIS through the use of a user-written routine at the record level.

It is not possible to specify unconditionally mandatory fields in DOS/ISIS.

Conditionally mandatory fields cannot be specified in any of the three systems. Conditionally mandatory fields are those that are mandatory only if certain conditions prevail. However, both CDS/ISIS and MINISIS can effectively provide this support through the use of a special exit (in MINISIS) or user-validation routine (CDS/ISIS) at the record level. These routines must be written by the installation.

b) Validation of field contents: the extensiveness of the facility for the validation of field contents varies from system to system. In all three systems it is possible to validate the contents of a field against an authority file. But only in MINISIS can one check auxiliary information in the authority file during validation, to double-check the accuracy of the original selection.

Both CDS/ISIS and MINISIS permit the user to execute range checks, verify check digits, and the like. In both systems, this is realized through user-written routines similar to those mentioned in section (a), above. CDS/ISIS also explicitly allows a user to specify default values for certain fields. In MINISIS this can be simulated through user exits at the record level. In MINISIS, validation is done on-line; in both CDS/ISIS and DOS/ISIS, it is done in batch.

4. Processing of data in various languages

The ease of handling different languages varies from system to system. (Some preliminary discussion of this topic can be found in section 1 (b), above.) There are basically two cases: a) languages that use the Roman character set and b) non-Roman languages that have up to 256 characters per character set (i.e., not Chinese or Japanese).

a) Both MINISIS and CDS/ISIS support, in all facets of processing, all languages that use the Roman character set, not necessarily English. It is possible, using these systems, to represent (through encoding) a set of diacritical marks (grave, acute, etc.) and to have them managed by the system. The MINISIS encoding sequence for 'e acute' is e|' or é (when using the extended Roman character set); the CDS/ISIS sequence is @7e. DOS/ISIS provides no support for these characters.

b) Although CDS/ISIS provides some support for alternate character sets through customization procedures, only in MINISIS is alternate character-set support fully integrated into all facets of the system. Under MINISIS, an installation using a Roman/Arabic terminal and cataloguing an Arabic document can enter all the information in Arabic and process the document with no concern. The original title is, of course, in Arabic. Other fields in the record and other complete records may be in different languages, with no adverse effects on processing whatever.

DOS/ISIS has no support for alternate character sets.

5. Exchange of data bases

Exchange of data is probably the most important aspect of data collection. This section will make a number of suggestions that can make data base exchange easier.

a) All three systems can accept, and produce, magnetic tape files in the ISO 2709 format. In MINISIS, the ISOCONV processor is used for both functions; in ISIS, RTV29 will produce an ISO tape and RTV30 will read an ISO tape.

b) All three systems can accept or produce a tape in EBCDIC; MINISIS also handles (preferably) ASCII-coded data.

c) All three systems can process tapes that are either labeled or unlabeled. MINISIS prefers unlabeled tapes; the ISIS systems prefer labeled tapes.

d) All three systems can process nine-track, 1600 BPI tapes. MINISIS must have tapes in this format.

e) MINISIS can accept an AGRIS format ISO tape directly, correctly decoding the subrecord directories.

f) Binary data should never be transmitted on an ISO tape because of the difficulties with conversion between EBCDIC and ASCII. All numeric data should be transmitted in character form.

g) Regardless of what tags and names are assigned locally, exchange would be greatly facilitated if standard tags and subfield identifiers were used on the ISO file. The following are recommended:

DATA FIELD	ISO TAG	SUBFIELD IDENTIFIERS
ISN (MINISIS)	001	
Record number (ISIS)	001	
A100	100	
A110	110	
A120	120	@1@2
A130	130	@1@2
A140	140	@1@2@3
A150	150	
A160	160	
A170	170	
A180	180	
A190	190	
B210	210	
B220	220	@1@2@3@4@5@6@7
B230	230	
B240	240	
B250	250	
B260	260	
B270	270	
B310	310	
B320	320	@1@2@3@4@5
B330	330	
B340	340	
B410	410	
B420	420	
B430	430	
B540	540	
B560	560	
B610	610	@1@2@3
B620	620	
B630	630	
B640	640	@1@2
B650	650	
B660	660	
B670	670	
B710	710	@1@2@3@4
B720	720	
B730	730	@1@2@3
B740	740	@1@2@3

B810	810	
B820	820	
C100	010	@1@2@3@4@5@6@7@8@9
C110	011	@1@2@3@4@5@6@7@8@9
C120	012	
C130	013	
C140	014	
C150	015	
C160	016	
C170	017	
C210	021	
C220	022	
C310	031	
C410	041	
C430	043	
C510	051	@1@2@3@4
D100	900	
D120	902	
D140	904	

It is also suggested that any fields transmitted on the ISO tape, which are strictly local fields, be assigned an ISO tag in the range 950-999.

h) Any installation using CDS/ISIS and making use of the special subfield attributes should eliminate those extra subfields - by combining them with others, by dropping them, or by creating new fields - when sending an ISO tape to a non-CDS/ISIS installation.

i) When creating an ISO tape, any installation with data linked to authority files should either expand the fields to incorporate the data in the authority file, or send a separate ISO tape that contains the authority file in ISO format; the former is usually preferable because of the different ways in which authority files are handled.

j) An ISO tape must be accompanied by a statement of encoding sequence used for diacriticals. The receiving installation, if it does not use the same software as the sending installation, may modify or remove the encoding at its discretion. If this is too difficult, the receiving installation should request the sending installation to remove or modify the encoding sequence.

k) Installations that make use of alternate character sets must exercise a great deal of caution when creating ISO tapes. First, if the receiving installation does not use alternate character sets, there is no point in sending such data. Second, it is not necessarily true that an IBM terminal generating Arabic characters will generate the same bit pattern for those characters as will an ASCII Arabic terminal. Therefore, unless both receiving and sending installations use the same terminals and printers, there is no point in sending the data using the alternate character set, unless special software is written to translate the encoding.

   Only if data stored in alternate character sets can be transliterated according to UNISIST or ISO schemes, should they be sent to a noncompatible institution. In MINISIS, a special exit could be written for ISOCONV, to execute this transliteration.

6. Running indexes using the title field

The title field, B230, is repeatable. In any of the three systems, running an index with this field as primary key will select all occurrences; running an index with this field as secondary key will select only the first occurrence. This latter feature ensures that the correct title will be chosen for processing.

ANNEX 11: GLOSSARY

AGRIS (International Information System for the Agricultural Sciences and Technology)

An international information system, created through the cooperation of the Food and Agriculture Organization of the United Nations (FAO), governments, and institutions to provide access to literature relevant to research in the food and agricultural sector and allied fields.

ANALYTIC LEVEL see BIBLIOGRAPHIC LEVEL

AUTHORITY FILE

Reference list containing the correct form of name to be used for institutions, serial titles, personal authors, etc.

BIBLIOGRAPHIC LEVEL

Serves to identify the level(s) of analysis for a given bibliographic item. The following bibliographic levels are defined:

Analytic (A) - Relates to an item that is not issued separately, but as part of a larger bibliographic entity, e.g., chapter in a book, article in a periodical, section in a report, map or any other piece extracted from a single document.

Monographic (M) - Relates to an item issued as a single physical piece that is complete in its own right, e.g., a book, report, thesis, map, film, sound recording, one part of a multivolume work bearing its own title.

Collective (C) - Relates to an item comprising two or more physical pieces issued at once or over a predetermined time, e.g., multivolume report, multivolume encyclopedia.

Serial (S) - Relates to a number of physical pieces, produced over an indefinite time and bearing a common title, e.g., periodical, monographic series, annual report, yearbook, newspaper.

BIBLIOGRAPHIC RECORD

A collection of information that pertains to a single documentary unit and is stored in machine-readable form as a self-contained and unique logical structure.

COLLECTIVE LEVEL see BIBLIOGRAPHIC LEVEL

DATA BASE

A set of machine-readable bibliographic records.

DATA ELEMENT

Information relating to a specific aspect of a bibliographic item, e.g., title, author, descriptor. Data elements are recorded on a worksheet in the appropriate fields for entry into the system.

DEVSIS (Development Sciences Information System)

An international information system proposed in 1975 to identify, collect, record, and disseminate literature related to the socioeconomic aspects of development.

DOCUMENTARY UNIT

Any discrete item that merits individual treatment and, thus, its own bibliographic record in a data base. It may be an extract from a larger document or a document that is complete in one or more physical parts. Examples include an article from a periodical, a report, a multivolume encyclopedia.

ESSENTIAL FIELD

A field in which data must be entered in every record in a data base.

FIELD

An area reserved in a bibliographic record to store a particular data element, e.g., title of documentary unit, date of imprint/issue. Each field can be identified by its full name, a mnemonic, and a field tag. A worksheet contains spaces designated for the fields defined in a data base.

FIELD TAG

A group of characters that identify a field in a data base and on a worksheet. A field tag may be numeric (e.g., 81) or alphanumeric (e.g., B230).

GENERIC DOCUMENT

A monograph or collection from which a chapter or section has been extracted to be treated as a documentary unit.

LANGUAGE OF ANALYSIS

The official language of a system that is selected to record information in a particular bibliographic record.

MANDATORY FIELD

A field in which data must be entered, if the information is available and if the field applies to the documentary unit in hand.

MAXIMUM LENGTH

The maximum number of characters permitted in one occurrence of a field.

MNEMONIC

A group of characters that identify a field in a data base and that usually constitute an abbreviated form of the field name, e.g., RECTYP, DESC.

MONOGRAPHIC LEVEL see BIBLIOGRAPHIC LEVEL

MONOGRAPHIC SERIES

A group of separate items issued in succession and related to one another by the fact that each bears, in addition to its own title, a common title applying to the group as a whole. Each issue in a monographic series has its own separate pagination. A monographic series differs from a collection in that it is intended to continue indefinitely.

NONREPEATABLE FIELD

A field in which all data elements are entered in a single occurrence.

OPTIONAL FIELD

A field in which data are entered at the discretion of the participating centre.

PERIODICAL

A serial issued at regular intervals, at least annually, where each issue contains separate articles, contributions, etc.

RECORD see BIBLIOGRAPHIC RECORD

REPEATABLE FIELD

A field that may occur more than once. Each occurrence of the data element is treated as a separate entry.

RESADOC (Réseau Sahélien d'Information et de Documentation Scientifiques et Techniques)

A regional information network created by the Permanent Inter-State Committee of Drought Control in the Sahel to provide access to scientific and technical literature on the Sahelian countries.

SERIAL

A publication appearing in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials are normally issued by the same publisher or organization, in a uniform style and format. Serials include periodicals, newspapers, yearbooks, and monographic series.

SERIAL LEVEL see BIBLIOGRAPHIC LEVEL

SERIALS AUTHORITY FILE

Reference list containing the correct form of entry for serial titles.

SERIES see MONOGRAPHIC SERIES

SIMPLE (NOT SUBFIELDED) FIELD

A field in which data elements are entered directly and not subdivided into separate components.

SUBFIELDED FIELD

A field in which data elements are entered in distinct subfields that behave as individual fields but are recognized by the system as belonging to the same set.

ANNEX 12: BIBLIOGRAPHY

Agrindex. Rome, Food and Agriculture Organization of the United Nations, v.1, 1975-

AGROVOC thesaurus. Preliminary ed. 1981.

Anglo-American cataloguing rules. 2d ed. Chicago, American Library Association, 1978.

Beauchet, M. et al. Manuel du bibliothécaire documentaliste travaillant dans les pays en développement. Paris, Presses Universitaires de France, 1977.

Centro Latinoamericano de Documentación Económica y Social. Manual del sistema común. Santiago, CLADES, 1981. (E/CEPAL/SCIB/IN.4)

Devindex-Africa: index to the literature on economic and social development in Africa. Addis Ababa, United Nations Economic Commission for Africa, 1980-

DEVSIS Study Team. DEVSIS: the preliminary design of an international information system for the development sciences. Ottawa, International Development Research Centre, 1976. (IDRC-065e)

Dierickx, Harold and Hopkinson, Alan. Reference manual for machine-readable bibliographic descriptions. 2d rev. ed. Paris, Unesco, 1981. (PGI/81/WS/22)

Europa yearbook: a world survey. London, Europa Publications. (annual)

International Federation of Library Associations and Institutions. International Office for UBC. Names of persons: national usages for entry in catalogues. 3d ed. London, IFLA International Office for UBC, 1977.

International Federation of Library Associations and Institutions. International Office for UBC. Supplement to Names of persons: national usages for entry in catalogues. London, IFLA International Office for UBC, 1980.

International Organization for Standardization. Codes for the representation of currencies and funds. 2d ed. Geneva, ISO, 1981. (ISO 4217)

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ISDS Bulletin. Paris, ISDS International Centre, v.1, 1974-

Martinelli, Maria Teresa. AGRIS: guidelines for bibliographic description. Rome, AGRIS Coordinating Centre, FAO, 1979. (FAO-AGRIS-4-Rev.2)

Prince-Perciballi, Ingrid. AGRIS classification scheme. Rome, AGRIS Coordinating Centre, FAO, 1979. (FAO-AGRIS-3-Rev.3)

Times atlas of the world: comprehensive edition. 6th ed. London, Times Books, 1980.

Valantin, Robert L. CDS/ISIS and MINISIS: a functional analysis and comparison. Ottawa, International Development Research Centre, 1981. (IDRC-TS37e)

Viet, Jean. Macrothesaurus for information processing in the field of economic and social development. New English ed. Paris, OECD, 1978.

World Intellectual Property Organization. ICIREPAT manual. 10th ed. Geneva, WIPO, 1979.

ANNEX 13: SAMPLE WORKSHEETS

EXAMPLE 1: ARTICLE IN A SERIAL

ISN		
PCN A110	IN-81-0001	4
* LIBCAL	LIBCOD A121	
	CALLNO A122	

RELATED RECORD *		
RELATR A141		RELRN A142
RELATR A141		RELRN A142
RELPCN A143		- -
RELPCN A143		- -

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C D
ORIGIN A160	IN
AGRIS RECTYP A170	
ACCESS A190	

LEVDU A131	(A) M C	LEVGD A132	M C (S)

DOCUMENTARY UNIT (A/M/C)	PERSONAL AUTHOR *	B210	Bhave, G.P.
	INSTITUTION *	B220	Reserve Bank of India / Pune / IN / College of Agricultural Banking / D
	TITLE OF DOCUMENTARY UNIT *	B230	Institutional finance and integrated rural development
	TRANSLATED TITLE ENGLISH	B240	
	TRANSLATED TITLE		
GENERIC DOCUMENT (M/C/S)	PERSONAL AUTHOR (M/C) *	B310	
	INSTITUTION (M/C) *	B320	
	TITLE OF GENERIC DOCUMENT (M/C)	B330	VOLUME/PART (C) B340
	TITLE OF SERIAL (S)	B410	Kurukshetra
	VOL/PART (S)	B420	v.29(20) ISSN (S) B430

LANGUAGES	TEXT B540	En	SUMMARIES B560	
PUBLISHER	NAME B611			
	CITY B612		COUNTRY CODE B613	
DATE OF IMPRINT/ISSUE	FREE FORM B620	16 Jul 1981	YEAR B630	1981
COLLATION	PAGINATION DESCRIPTION B641	p.4-7, 30	NOTES B642	
REPORT NUMBER OR SYMBOL *	B650			
ISBN	B660		EDITION B670	
MEETING, CONFERENCE, ETC. *	NAME B711			
	CITY B712		COUNTRY CODE B713 / DATE B714	
	NAME B711			
	CITY B712		COUNTRY CODE B713 / DATE B714	
ACADEMIC DEGREE	B720			
PATENT	IPC B731		NUMBER B732 / COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741			
	NUMBER B742		VALUE B743	
AVAILABILITY	B810			
ANCILLARY DATA *	B820			

PGEO C100 *	IN	SGEO C110		AGRCAT C120			
DEVPUR C130		MAINLO C140		DEVSEC C150		SECLO C160	
CORSYS C170 *							ANNEX

DESCRIPTORS

C210: /Rural development*/, /credit*/, /unemployment/, /India/, /irrigation/, /animal husbandry/.

C220:

ADMINISTRATIVE DIVISION *	C410					
NATURAL REGIONS	C430					
COMPLETED BY	D100	MS	CHECKED		INPUT/CHANGE D120/D140	1981-01-15

EXAMPLE 2: COLLECTION

ISN		
PCN A110	54-82-00007	
LIBCAL *	LIBCOD A121	
	CALLNO A122	

RELATED RECORD *		
RELATR A141		RELRN A142
RELATR A141		RELRN A142
RELPCN A143		-
RELPCN A143		-

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C D
ORIGIN A160	CA
AGRIS RECTYP A170	
ACCESS A190	

LEVDU A131	A M C
LEVGD A132	M C S

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR * B210	Pollock, D.H. # # Ritter, A.R.M.	
INSTITUTION * B220	000333 (Carleton University) / Norman Paterson School of International Affairs / E	
TITLE OF DOCUMENTARY UNIT * B230	Latin American prospects for the '80s: what kinds of development? deformation, reformation, or transformation; conference proceedings	
TRANSLATED TITLE ENGLISH B240		
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) * B310			
INSTITUTION (M/C) * B320			
TITLE OF GENERIC DOCUMENT (M/C) B330		VOLUME/PART (C) B340	
TITLE OF SERIAL (S) B410			
VOL/PART (S) B420		ISBN (S) B430	

LANGUAGES	TEXT B540	En	SUMMARIES B560				
PUBLISHER	NAME B611	Norman Paterson School of International Affairs, Carleton University					
	CITY B612	Ottawa, Ont				COUNTRY CODE B613	CA
DATE OF IMPRINT/ISSUE	FREE FORM B620	1981			YEAR B630	1981	
COLLATION	PAGINATION DESCRIPTION B641	3v.	NOTES B642	graphs, tables			
REPORT NUMBER OR SYMBOL *	B650						
ISBN	B660		EDITION B670				
MEETING, CONFERENCE, ETC. *	NAME B711	Conference on Latin American Prospects for the Eighties					
	CITY B712	Ottawa, Ont	COUNTRY CODE B713	CA	DATE B714	17 Oct-15 Nov 1980	
	NAME B711						
	CITY B712		COUNTRY CODE B713		DATE B714		
ACADEMIC DEGREE	B720						
PATENT	IPC B731		NUMBER B732			COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741						
	NUMBER B742		VALUE B743				
AVAILABILITY	B810						
ANCILLARY DATA *	B820						

PGEO C100 *	XL			BGEO C110				AGRCAT C120			
DEVPUR C130		MAINLO C140		DEVSEC C150				SECLO C160			
CORSYS C170 *											ANNEX

DESCRIPTORS

C210: /Political systems*/, /regional cooperation*/, /social control/, /foreign investments/, /social conditions/, /democratization/, /human rights/, /international relations/, /foreign intervention/, /Latin America/.

C220:

ADMINISTRATIVE DIVISION *	C410						
NATURAL REGIONS	C430						
COMPLETED BY	D100	G. Morin-Labatut	CHECKED		INPUT/CHANGE D130/D140	1982-02-22	

EXAMPLE 3: ARTICLE IN A SERIAL; OTHER LANGUAGE VERSION IN SYSTEM (SEE ALSO EXAMPLE 4)

ISN		
PCN A110	54-82-00003	
LIBCAL *	LIBCOD A121	
	CALLNO A122	

RELATED RECORD *		
RELATR A141	T	RELRN A142
RELATR A141		RELRN A142
RELPCN A143	54-82-0002	
RELPCN A143	- -	

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C D
ORIGIN A160	CA
AGRIS RECTYP A170	
ACCESS A190	

LEVDU A131	LEVGD A132
A M C	M C S

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR *	B210	Svoboda, C.V.
INSTITUTION *	B220	001901 (ACDI) / * * / D
TITLE OF DOCUMENTARY UNIT *	B230	Coopération fédérale-provinciale en matière d'aide au développement
TRANSLATED TITLE ENGLISH	B240	
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) *	B310				
INSTITUTION (M/C) *	B320				
TITLE OF GENERIC DOCUMENT (M/C)	B330		VOLUME/PART (C) B340		
TITLE OF SERIAL (S)	B410	Perspectives Internationales			
VOL/PART (S)	B420		ISSN (S)	B430	0381-4874

LANGUAGES	TEXT B540	Fr	SUMMARIES B560		
PUBLISHER	NAME B611				
	CITY B612			COUNTRY CODE B613	
DATE OF IMPRINT/ISSUE	FREE FORM B620	mai-août 1979	YEAR B630	1979	
COLLATION	PAGINATION DESCRIPTION B641	p.29-32	NOTES B642		
REPORT NUMBER OR SYMBOL *	B650				
ISBN	B660		EDITION B670		
MEETING, CONFERENCE, ETC. *	NAME B711				
	CITY B712		COUNTRY CODE B713	DATE B714	
	NAME B711				
	CITY B712		COUNTRY CODE B713	DATE B714	
ACADEMIC DEGREE	B720				
PATENT	IPC B731		NUMBER B732	COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741				
	NUMBER B742		VALUE B743		
AVAILABILITY	B810				
ANCILLARY DATA *	B820				

PGEO C100 *	CA			SGEO C110				AGRCAT C120			
DEVPUR C130		MAINLO C140		DEVSEC C150				SECLO C160			
CORSYS C170 *							ANNEX				

DESCRIPTORS

C210: /Coordination de l'aide*/, /aide à l'étranger/, /programmes d'aide/, /ACDI/ - /personnel affecté au développement/, /administration régionale/, /Canada/.

C220:

ADMINISTRATIVE DIVISION *	C410					
NATIONAL FISHING	C430					
COMPLETED BY	D100	M.P. Djoubou	CHECKED	G. Morin-Labatut	INPUT/CHANGE D130/D140	1982-01-25

EXAMPLE 4: ARTICLE IN A SERIAL; OTHER LANGUAGE VERSION IN SYSTEM (SEE ALSO EXAMPLE 3)

ISN		
PCN A110	54-82-00002	
* LIBCAL	LIBCOD A121	
	CALLNO A122	
LEVDU A131	AMC	LEVGD A132 MCS

RELATED RECORD *		
RELATR A141	T	RELRN A142
RELATR A141		RELRN A142
RELPCN A143	54-82-00003	
RELPCN A143		

AGRIS LITERARY INDICATORS A180	K	L	N	U	W	Z	Y	E	V	R
	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW

STATUS A150	C D
ORIGIN A160	CA
AGRIS RECTYP A170	
ACCESS A190	

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR *	B210	Svoboda, C.V.
INSTITUTION *	B220	000411 (CIDA) / * * / D
TITLE OF DOCUMENTARY UNIT *	B230	Federal-provincial co-operation in development assistance
TRANSLATED TITLE ENGLISH	B240	
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) *	B310			
INSTITUTION (M/C) *	B320			
TITLE OF GENERIC DOCUMENT (M/C)	B330		VOLUME/PART (C) B340	
TITLE OF SERIAL (S)	B410	International Perspectives		
VOL/PART (S)	B420		ISSN (S) B430	0014-5432

LANGUAGES	TEXT B540	En	SUMMARIES B560				
PUBLISHER	NAME B611						
	CITY B612					COUNTRY CODE B613	
DATE OF IMPRINT/ISSUE	FREE FORM B620	May-Aug 1979			YEAR B630	1979	
COLLATION	PAGINATION DESCRIPTION B641	p.25-28	NOTES B642				
REPORT NUMBER OR SYMBOL *	B650						
ISBN	B660		EDITION B670				
MEETING, CONFERENCE, ETC. *	NAME B711						
	CITY B712		COUNTRY CODE B713		DATE B714		
	NAME B711						
	CITY B712		COUNTRY CODE B713		DATE B714		
ACADEMIC DEGREE	B720						
PATENT	IPC B731		NUMBER B732			COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741						
	NUMBER B742		VALUE B743				
AVAILABILITY	B810						
ANCILLARY DATA *	B820						

PGEO C100 *	CA			SGEO C110				AGRCAT C120				
DEVPUR C130		MAINLO C140		DEVSEC C150				SECLO C160				
CORSYS C170 *							ANNEX					

DESCRIPTORS

C210: /Aid coordination*/, /foreign aid/, /aid programmes/, /CIDA/ - /development personnel/, /regional government/, /Canada/.

C220:

ADMINISTRATIVE DIVISION * C410						
NATURAL REGIONS C430						
COMPLETED BY D100	M.P. Djoubou	CHECKED		INPUT/CHANGE D120/D140	1982-01-25	

EXAMPLE 5: MONOGRAPH; PART OF MONOGRAPHIC SERIES; HAS AVAILABILITY STATEMENT

ISN		
PCN A110	IL-80-00010	
* LIBCAL	LIBCOD A121	IL-DHIRDC
	CALLNO A122	058:631.67 I 5

RELATED RECORD *											
RELATR A141		RELRN A142									
RELATR A141		RELRN A142									
RELPCN A143			–			–					
RELPCN A143			–			–					

LEVDU A131	A M C	LEVGD A132	M C S

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C D
ORIGIN A160	IL
AGRIS RECTYP A170	
ACCESS A190	

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR * B210		
INSTITUTION * B220	003219 (IIIC) / * * / B	
TITLE OF DOCUMENTARY UNIT * B230	Irrigation: international guide to organizations and institutions	
TRANSLATED TITLE ENGLISH B240		
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) * B310			
INSTITUTION (M/C) * B320			
TITLE OF GENERIC DOCUMENT (M/C) B330		VOLUME/PART (C) B340	
TITLE OF SERIAL (S) B410	IIIC Publication		
VOL/PART (S) B420	no.7	ISSN (S) B430	

LANGUAGES	TEXT B540	En	SUMMARIES B560	
PUBLISHER	NAME B611	International Irrigation Information Center		
	CITY B612	Bet Dagan	COUNTRY CODE B613	IL
DATE OF IMPRINT/ISSUE	FREE FORM B620	1980	YEAR B630	1980
COLLATION	PAGINATION DESCRIPTION B641	153p.	NOTES B642	
REPORT NUMBER OR SYMBOL *	B650			
ISBN	B660	0-08-026363-1	EDITION B670	
MEETING, CONFERENCE, ETC. *	NAME B711			
	CITY B712		COUNTRY CODE B713 / DATE B714	
	NAME B711			
	CITY B712		COUNTRY CODE B713 / DATE B714	
ACADEMIC DEGREE	B720			
PATENT	IPC B731		NUMBER B732 / COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741			
	NUMBER B742		VALUE B743	
AVAILABILITY	B810	Pergamon Press Ltd., Headington Hill Hall, Oxford OX3 OBW, GB; 20 GBP		
ANCILLARY DATA *	B820			

PGEO C100 *	XZ			SGEO C110				AGRCAT C120			
DEVPUR C130		MAINLO C140		DEVSEC C150				SECLO C160			
CORSYS C170 *											ANNEX

DESCRIPTORS

C210: /Directory*/, /irrigation*/, /research centres*/, /agricultural institutes/, /universities/.

C220:

ADMINISTRATIVE DIVISION * C410						
NATURAL REGIONS C430						
COMPLETED BY D100	A.S.	CHECKED		INPUT/CHANGE D120/D140	1981-04-24	

EXAMPLE 6: MONOGRAPH; UNPUBLISHED TYPESCRIPT

ISN		
PCN A110	35-79-0003 4	
LIBCAL *	LIBCOD A121	BR-INT
	CALLNO A122	R/615

RELATED RECORD *			
RELATR A141		RELRN A142	
RELATR A141		RELRN A142	
RELPCN A143		-	-
RELPCN A143		-	-

AGRIS LITERARY INDICATORS A180	CONFERENCE K	DICTIONARY L	NUMERICAL DATA N	THESIS OR DISSERTATION U	LEGISLATION W	BIBLIOGRAPHY Z	MAP(S) INCLUDED Y	SUMMARY E	NONCONVENTIONAL V	REVIEW R

STATUS A150	C	D	
ORIGIN A160	BR		
AGRIS RECTYP A170			
ACCESS A190			

LEVDU A131	A/M/C	LEVGD A132	M C S

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR *	B210	Pompeu Davig, A.
INSTITUTION *	B220	
TITLE OF DOCUMENTARY UNIT *	B230	Integration factors for information units in research institutes
TRANSLATED TITLE ENGLISH	B240	
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) *	B310				
INSTITUTION (M/C) *	B320				
TITLE OF GENERIC DOCUMENT (M/C)	B330		VOLUME/PART (C) B340		
TITLE OF SERIAL (S)	B410				
VOL/PART (S)	B420		ISSN (S)	B430	

LANGUAGES	TEXT B540	En, Pt	SUMMARIES B560			
PUBLISHER	NAME B611					
	CITY B612				COUNTRY CODE B613	BR
DATE OF IMPRINT/ISSUE	FREE FORM B620	1978		YEAR B630	1978	
COLLATION	PAGINATION DESCRIPTION B641	34p.	NOTES B642			
REPORT NUMBER OR SYMBOL *	B650					
ISBN	B660		EDITION B670			
MEETING, CONFERENCE, ETC. *	NAME B711	Simpósio de Pesquisa em Administração de Ciencia e Tecnologia, 3o				
	CITY B712	Rio de Janeiro	COUNTRY CODE B713	BR	DATE B714	22-23 jun 1978
	NAME B711					
	CITY B712		COUNTRY CODE B713		DATE B714	
ACADEMIC DEGREE	B720					
PATENT	IPC B731		NUMBER B732		COUNTRY CODE B733	
DEVELOPMENT PROJECT *	NAME B741					
	NUMBER B742		VALUE B743			
AVAILABILITY	B810					
ANCILLARY DATA *	B820	Unpublished typescript				

PGEO C100 *	XZ			SGEO C110				AGRCAT C120			
DEVPUR C130		MAINLO C140		DEVSEC C150				SECLO C160			
CORSYS C170 *							ANNEX				

DESCRIPTORS

C210: /Information services*/, /research centres*/, /technological information*/, /extension services/, /industrial research/, /researchers/, /information users/, /information needs/, /technology/, /attitudes/, /models/, /integrated approach/, /conference paper/.

C220:

ADMINISTRATIVE DIVISION *	C410					
NATURAL REGIONS	C430					
COMPLETED BY	D100	FH	CHECKED		INPUT/CHANGE D120/D140	1979-10-21

EXAMPLE 7: BILINGUAL MONOGRAPH

ISN	
PCN A110	54-82-00004
* LIBCAL: LIBCOD A121	
LIBCAL: CALLNO A122	
LEVDU A131	AMC
LEVGD A132	MCS

RELATED RECORD *		
RELATR A141		RELRN A142
RELATR A141		RELRN A142
RELPCN A143		-
RELPCN A143		-

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C D
ORIGIN A160	CA
AGRIS RECTYP A170	
ACCESS A190	

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR *	B210	
INSTITUTION *	B220	000411 (CIDA) / Institutional Cooperation and Development Services Division / E 000147 (AUCC) / International Development Office / E 000259 (Canada. Dept. of the Secretary of State) / * * / E
TITLE OF DOCUMENTARY UNIT *	B230	CIDA's response to university initiatives in international development: criteria for support; a workshop ... Ottawa, November 24-25, 1980 # # Réactions de l'ACDI aux initiatives des universités dans le domaine du développement international: critères applicables à l'aide; atelier ... Ottawa, 24-25 novembre 1980
TRANSLATED TITLE ENGLISH	B240	
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) *	B310				
INSTITUTION (M/C) *	B320				
TITLE OF GENERIC DOCUMENT (M/C)	B330		VOLUME/PART (C) B340		
TITLE OF SERIAL (S)	B410				
VOL/PART (S)	B420		ISSN (S)	B430	

LANGUAGES	TEXT B540	En, Fr	SUMMARIES B560				
PUBLISHER	NAME B611	CIDA					
	CITY B612	Hull, Qué			COUNTRY CODE B613	CA	
DATE OF IMPRINT/ISSUE	FREE FORM B620	1980			YEAR B630	1980	
COLLATION	PAGINATION DESCRIPTION B641	96p.	NOTES B642				
REPORT NUMBER OR SYMBOL *	B650						
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PATENT	IPC B731		NUMBER B732		COUNTRY CODE B733		
DEVELOPMENT PROJECT *	NAME B741						
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AVAILABILITY	B810						
ANCILLARY DATA *	B820						

PGEO C100 *	CA			SGEO C110			AGRCAT C120		
DEVPUR C130		MAINLO C140		DEVSEC C150			SECLO C160		
CORSYS C170 *								ANNEX	

DESCRIPTORS

C210: /Universities*/, /international cooperation*/, /Canada/, /developing countries/ - /conference report/, /horizontal cooperation/, /solar energy/, /development administration/, /teacher training/, /library science/, /CIDA/.

C220:

ADMINISTRATIVE DIVISION *	C410					
NATURAL REGIONS	C430					
COMPLETED BY	D100	M.P. Djoubou	CHECKED		INPUT/CHANGE D130/D140	1982-01-25

EXAMPLE 8: CHAPTER IN A MONOGRAPH THAT IS PART OF TWO MONOGRAPHIC SERIES; RECORD WILL BE REPORTED TO DEVSIS

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PCN A110	54-82-00005	
LIBCAL *	LIBCOD A121	CA-IDRC
	CALLNO A122	631(8) A 5

RELATED RECORD *			
RELATR A141		RELRN A142	
RELATR A141		RELRN A142	
RELPCN A143		-	-
RELPCN A143		-	-

AGRIS LITERARY INDICATORS	CONFERENCE	DICTIONARY	NUMERICAL DATA	THESIS OR DISSERTATION	LEGISLATION	BIBLIOGRAPHY	MAP(S) INCLUDED	SUMMARY	NONCONVENTIONAL	REVIEW
A180	K	L	N	U	W	Z	Y	E	V	R

STATUS A150	C D
ORIGIN A160	CA
AGRIS RECTYP A170	
ACCESS A190	

LEVDU A131	A M C	LEVGD A132	M C S

DOCUMENTARY UNIT (A/M/C)

PERSONAL AUTHOR *	B210	Landstreet, B.
INSTITUTION *	B220	005284 (York University) / * * / D
TITLE OF DOCUMENTARY UNIT *	B230	Urbanization and ruralism in Cuba
TRANSLATED TITLE ENGLISH	B240	
TRANSLATED TITLE		

GENERIC DOCUMENT (M/C/S)

PERSONAL AUTHOR (M/C) *	B310	Alschuler, L.R. # # Buarque de Hollanda, T. # # Gélinas, J. # # Winberg, A.	
INSTITUTION (M/C) *	B320	002160 (University of Ottawa) / * * / B	
TITLE OF GENERIC DOCUMENT (M/C)	B330	Dependent agricultural development and agrarian reform in Latin America	VOLUME/PART (C) B340
TITLE OF SERIAL (S)	B410	Social Sciences Studies - University of Ottawa. Faculty of Social Sciences	
VOL/PART (S)	B420	no.12	ISSN (S) B430

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	CITY B612	Ottawa, Ont			COUNTRY CODE B613	CA	
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MEETING, CONFERENCE, ETC. *	NAME B711	Workshops on the Agrarian Problem in Latin America					
	CITY B712	Ottawa, Ont	COUNTRY CODE B713	CA	DATE B714	1977	
	NAME B711						
	CITY B712		COUNTRY CODE B713		DATE B714		
ACADEMIC DEGREE	B720						
PATENT	IPC B731		NUMBER B732		COUNTRY CODE B733		
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CORSYS C170 *	DEVSIS						ANNEX				

DESCRIPTORS

C210: /Urbanization*/, /population distribution*/, /Cuba/ - /urban development/, /housing policy/, /bibliography/, /statistical data/.

C220:

ADMINISTRATIVE DIVISION *	C410					
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ANNEX

PCN	54-82-0005
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ABSTRACT C310

Discusses the evolution of the main patterns of Cuban population distribution in terms of land use, density, and urbanization. Reviews a variety of ways in which the government has been trying to bridge the gap between countryside and city. Discusses changes in Havana's growth pattern and attempts at a solution to the continuing problem of housing.

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OTHER; PLEASE SPECIFY

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